

Easy-to-Use Productivity System

TANDY

Desk Mate



Getting Started

DeskMate®

DeskMate®

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10 9 8 7 6 5 4 3 2 1

If you are currently running Tandy's *DeskMate Workgroup Companion* program, you must get an upgrade for *Workgroup* before using this version of DeskMate.

“OK, I have DeskMate . . . Now what?”

If you are asking yourself this question, this magazine is for you. *DeskMate Getting Started* is designed to help you quickly learn about your new software package.

What is it? DeskMate is a collection of several *applications* (software programs) that you will find useful at home, school, or work. But, DeskMate is more than just a group of applications. In computer terms, DeskMate is a graphical interface. Simply stated, that means that DeskMate uses friendly, graphics-oriented screens that let you see exactly what your choices are and easily choose them.

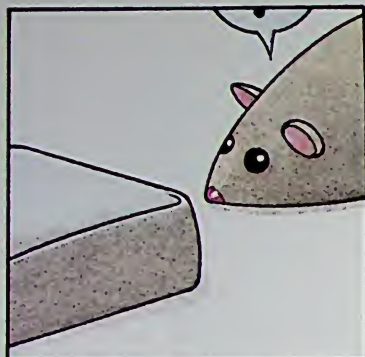
How do I use it? DeskMate is an easy program to use, and once you know a few basic techniques, you can work with any of the applications. Be sure to look at DeskMate's on-line introductory tutorial. It will teach you all the techniques you need to know. If you want a quick reference to these techniques, look at the “Exploring DeskMate” article in this magazine.

The applications are the heart of DeskMate. *Getting Started* includes articles on each application that teach you the basics of the application, using a practical example. Because each application is a powerful tool, the magazine does not try to cover all the tasks you can perform. Instead, DeskMate provides extensive on-line help. You no longer need to flip through a manual to find a specific answer. DeskMate can provide answers on the screen instantly.

For What? DeskMate's uses are limited only by your imagination. To help you imagine the possibilities, we conclude most of the application articles with other ideas that you can easily put to use. Be creative. You'll quickly find your own specific uses for DeskMate.

DeskMate

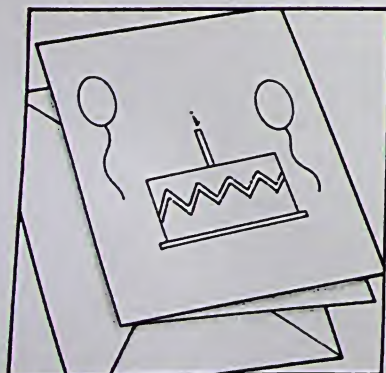
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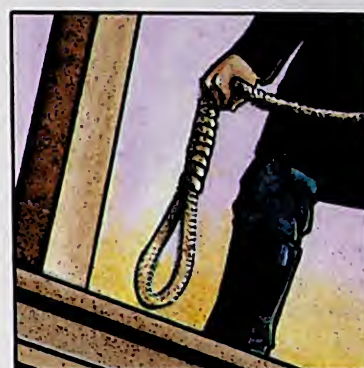
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Learn about DeskMate's easy word-processing application.

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Starting DeskMate



Refer to your MS-DOS handbook for information on copying diskettes.

If you are using a ROM machine and change your computer settings so that the desktop no longer appears automatically, simply press F12 at the A> prompt to access DeskMate at any time.

Before you start DeskMate, be sure your computer is properly assembled. For additional information, refer to your computer's installation and operation manual. When you are ready to start DeskMate, you will need:

- The DeskMate diskettes
- Blank, formatted diskettes to make a working copy of DeskMate (recommended for diskette-based computers)
- MS-DOS diskettes, Version 2.11 or later (required for some diskette-based computers)

Your computer falls into one of three categories — ROM (a Read-Only-Memory hard disk or diskette-based computer), Diskette-based, or Hard disk. Read the appropriate section for your computer for specific start-up instructions.

After you complete the start-up procedure, DeskMate's introductory tutorial appears on the screen. Go through this tutorial so that you learn the few basic principles necessary to run DeskMate. After you complete the tutorial, you might want to refer to the "Exploring DeskMate" article for a quick reminder about DeskMate's basic elements.

Starting DeskMate on a Read-Only-Memory (ROM) Computer

Some computers have the DeskMate *core* (desktop) built into *memory*. This means that as soon as you turn on your computer, the DeskMate desktop automatically appears.

Your ROM computer can be either a diskette-based or a hard disk machine. Read the appropriate section for specific start-up instructions.

Using a Diskette-Based ROM Computer

1. Turn on the monitor.
2. Turn on the computer.

The first time you run DeskMate, the introductory tutorial appears. When you finish this tutorial, DeskMate's desktop appears.

Diskette-based users should be sure to make copies of your DeskMate diskettes and use the copies as your working diskettes.

Be sure to read "Using Diskettes to Run DeskMate" and "Exiting DeskMate" at the end of this article.

When you attempt to access a DeskMate application, you might be asked to insert another diskette. Insert the requested diskette and press ENTER.

Using a Hard Disk ROM Computer

1. Turn on the monitor and the computer.

The first time you run DeskMate, the introductory tutorial appears. When you finish this tutorial, DeskMate's desktop appears.

2. Press the F7 key to open the Desktop Menu.
3. Press ↓ until you highlight **Install**, and then press ENTER.
4. Follow the prompts to install DeskMate on the hard disk.

Be sure to read "Exiting DeskMate" at the end of this article.

Starting DeskMate on a Diskette-Based Computer

1. Insert an MS-DOS diskette into Drive A, and close the latch, if necessary.
2. Turn on the monitor and the computer.
3. When prompted, type the date and press **ENTER**.

Use the format MM-DD-YY to enter the year. Use the format HH:MM:SS to enter the time (for example, 10:25:00).

This information is optional. To skip each prompt, simply press **ENTER**.

4. Type the time and press **ENTER**.
5. Remove the MS-DOS diskette, and insert DeskMate Diskette 1.
6. At the **A>** prompt, type:

desk

Then, press **ENTER**.

The first time you run DeskMate, the introductory tutorial appears. When you finish the tutorial, DeskMate's desktop appears.

Depending on the DeskMate application you want to run, you might be asked to insert another diskette. Insert the requested diskette, and press **ENTER**.

Be sure to read "Using Diskettes to Run DeskMate" and "Exiting DeskMate" at the end of this article.

Installing and Starting DeskMate on a Hard Disk Computer

1. Turn on your monitor and computer.

2. Type **a:**.
3. Insert the DeskMate Diskette 1, and at the **A>** prompt, type **desk** and press **ENTER**.

Because this is the first time you've run DeskMate, the introductory tutorial appears. When you finish the tutorial, DeskMate's desktop appears.
4. Press **F7** to open the Desktop Menu.
5. Press **↓** until you highlight **Install**, and then press **ENTER**.

Follow the prompts to install DeskMate on your hard disk. A final message appears, indicating that your computer will reboot. Remove the diskette from the drive, and then press **ENTER**.

The next time you start DeskMate, type **desk** at the **C>** prompt, and then press **ENTER**.

Be sure to read "Exiting DeskMate" at the end of this article.

Using Diskettes to Run DeskMate

The diskette containing the DeskMate application you want to use must be in the diskette drive **before** you can access the application. If you try to access an application and the appropriate diskette is not in the drive, DeskMate prompts you to insert the correct diskette.

For example, if you try to access the Text application and the diskette containing the Text files is not in the drive, DeskMate displays a message prompting you to insert Diskette **x** into the drive.

Exiting DeskMate

If you are running a DeskMate application and you want to exit DeskMate, you must first return to the desktop by pressing **ESC**.

1. At the desktop, press **ESC**.

A dialog box appears, confirming that you want to exit DeskMate.

2. Press **ENTER** to complete the task.

The desktop disappears, and the system prompt appears.

If you are using diskettes to run DeskMate, you might see a message asking for the diskette containing **command.com**. Simply:

1. Insert the MS-DOS diskette into Drive A.
2. Press **ENTER**.

The system prompt appears.

Exploring DeskMate

Learn the few basic elements of DeskMate and you'll soon be exploring all of DeskMate's fascinating applications.

If you have not yet seen the introductory on-line tutorial, do so. It explains in more detail all of the concepts presented here, plus how to apply them to specific applications.

DeskMate's applications all use the same basic elements. When you understand these elements and how to select them and move around among them, you can quickly and easily use any of the applications.

Once you are into DeskMate, the *desktop* appears on your screen. The desktop is DeskMate's central screen, which lets you visually see your applications and files, choose specific options, plus much more.

The desktop and its parts are shown below:

Help F1 — you can press F1 from anywhere in DeskMate to get extensive on-line help.

Title bar — displays the current date and time. It also shows the current directory.

Menu bar — indicates the menus that you can choose by pressing a function key (F2-F10). Each menu contains options for the specific application you are using.

Application list box — a type of application box that contains a list of files for a specific application. You can immediately open a file within an application by highlighting the file and pressing ENTER.

Application box — displays individual DeskMate programs (applications).

Autoconfig box — an application list box that changes its name and contents based on the current directory or diskette.

Accessories — special DeskMate tools that you can display on the desktop or access from anywhere within DeskMate (by pressing F10).

Programs list box — an application list box that displays all applications available on the current diskette or hard disk; regardless of whether they are currently displayed on the desktop in an individual application box. You can use the arrow keys to scroll through the list.



DeskMate's Elements

These elements appear on the desktop and throughout DeskMate:

- List boxes
- Menus
- Dialog boxes

The following illustrations show you graphically how easy it is to move DeskMate's *cursor* between these elements and then select items or enter information.

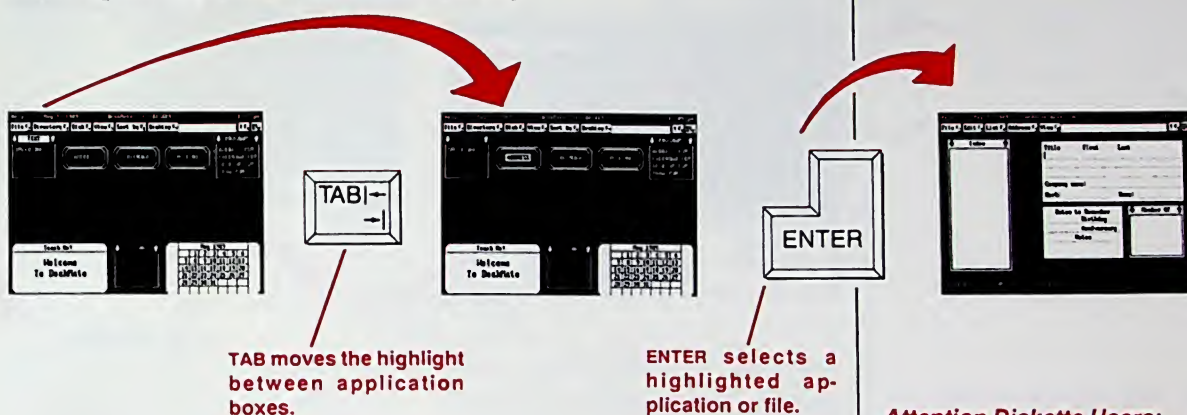
Application List Boxes

A list box shows you a list of files that you can select. On the desktop, an application list box lets you

select a specific file within an application. You will also see list boxes throughout DeskMate when you need to choose a specific file.

DeskMate's cursor shows you where you are on the screen. Sometimes the cursor appears as a highlight, and sometimes it appears as a blinking vertical or horizontal line.

Selecting an Application From the Desktop



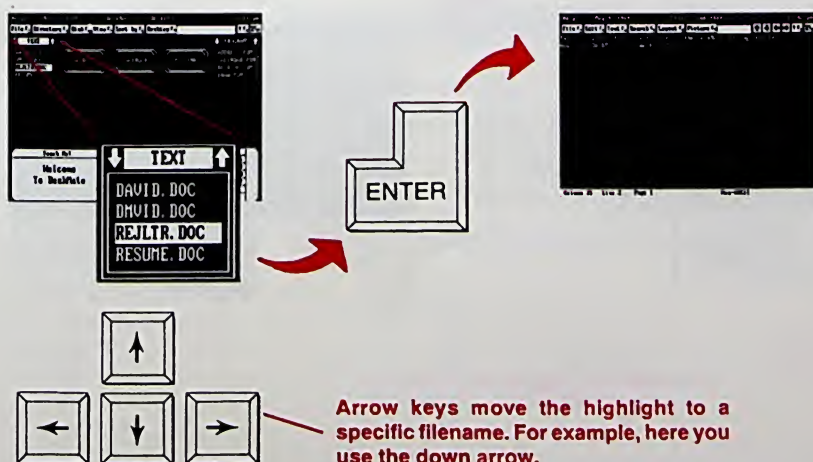
These illustrations show you how to use the keyboard to move around and select items. You can perform the same functions with a mouse. Be sure and see the "Want to Try a Mouse?" article in this magazine for instructions on using a mouse.

Attention Diskette Users:

If you are running DeskMate from diskettes, you might need to change diskettes to access the various applications. When DeskMate cannot find the application that it needs on the diskette currently in the drive(s), you are asked to insert another specific diskette.

When you insert the new diskette and press ENTER, DeskMate displays the requested application.

Selecting a File From a List Box

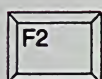


Some options in a menu might be shadowed. A shadowed option is one that is not currently available.

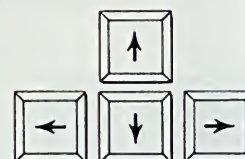
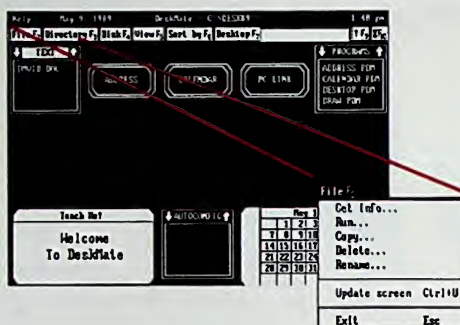
Menus

DeskMate uses menus (displayed on the menu bar) to let you choose specific options.

Selecting a Menu Option



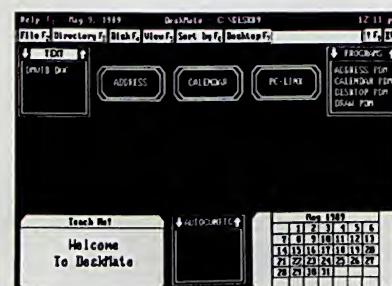
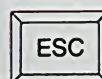
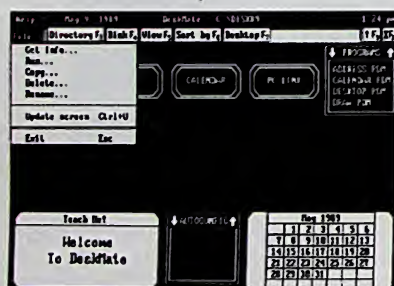
Function keys open a menu.



ENTER selects a highlighted menu option.

ESC is your cancel key. Use it to remove messages, menus, or dialog boxes from the screen and also to exit an application and return to the desktop.

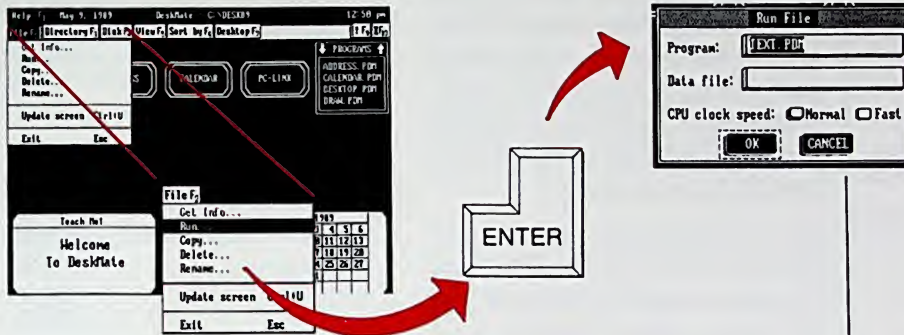
Removing a Menu From the Screen



ESC removes a menu from the screen.

Dialog Boxes

Dialog boxes appear on the screen after you choose an option if DeskMate needs more information to complete the task.

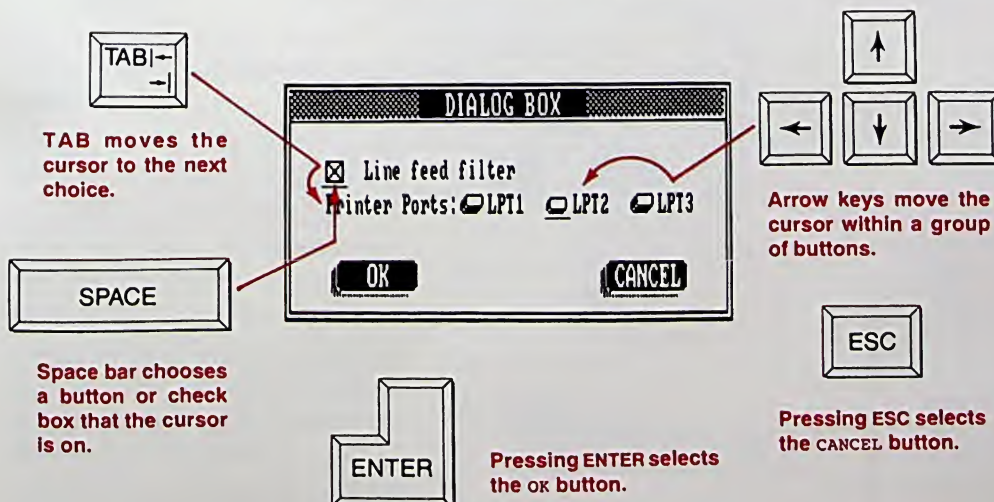


You now know all the basic elements of DeskMate. If, however, you forget something, each application article reviews these basic principles in a Techniques Box. Look for this box in each article.

Now, you're ready to explore! Choose an application that you're interested in and start putting DeskMate to work.

DeskMate has extensive on-line help. You can access it from anywhere in DeskMate by simply pressing F1. Be sure to refer to the "Need Help?" article for more details.

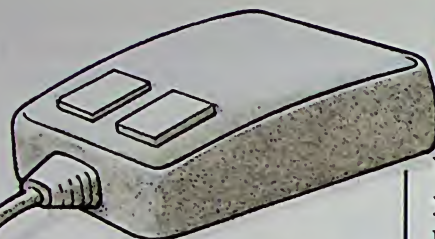
Getting Around a Dialog Box



Want to Try a Mouse?



What do the words point, click, and drag have to do with a mouse? Read on and see how you can make DeskMate even easier to use.



If you have questions, press F1 to access DeskMate's on-line help.

When you are using DeskMate, you must use the keyboard, a mouse (or joystick), or maybe both to move around. A mouse is a handy piece of equipment to own. If you install a mouse, you'll find that it speeds up your work in DeskMate considerably.

If you are going to use a mouse, you must first "set it up" so that DeskMate knows what kind you are using. First, connect your mouse to the computer and follow these setup instructions to get it up and running. Then, you'll be on your way.

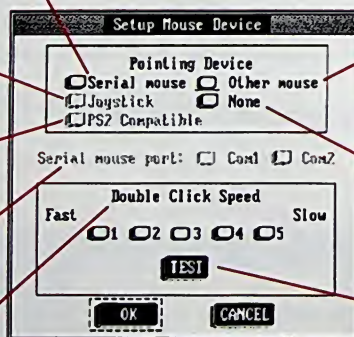
Serial mouse — If you are using your mouse in DeskMate only.

Joystick — If you have a joystick or a Tandy Color Mouse.

PS2 Compatible — Available on microchannel computers only.

Serial mouse port — Lets you choose the communications port the mouse is connected to.

Double Click Speed — Lets you choose a comfortable double click speed.



Other mouse — If you have previously installed a Microsoft-compatible mouse driver and want to use that driver in DeskMate.

None — If you are not using a mouse in DeskMate.

TEST — Pointing to this button and double clicking the mouse button lets you see if your mouse speed is set correctly.

Setup instructions

1. From the desktop, press F10 to open the Accessory Menu.
2. Press ↓ to highlight Setup. Then, press ENTER.

The Setup screen appears.

See more about the Setup Accessory in the "Accessories" article in this magazine.

3. Press F2 to open the Options Menu.
4. Press ↓ to highlight Mouse. Then, press ENTER.

A dialog box appears.

5. Use the arrow keys to underline the desired button that matches your type of mouse (Serial, Other, Joystick, PS2 Compatible, OR None), and press the space bar.

6. (Required only if you choose Serial.) Press **TAB** to move to the Serial mouse port: prompt, underline either Com 1 or Com 2, and press the space bar.

Do not set a mouse and modem to the same setting.

Set this option to the same setting on your serial board. If you're not sure, choose either one, and when you press **ENTER** and exit the dialog box, move your mouse around and look for the mouse pointer on the screen. If it doesn't appear, re-enter the dialog box and change the Com setting.

7. Skip the Double Click Speed prompt. You can change it later when you have more of a "feel" for your mouse.
8. Press **ENTER**.
See that arrow on your screen? That's your pointer. Your mouse is now ready to use.
9. Press **ESC** to return to the desktop.

Now that you have your mouse . . .

Using a mouse with DeskMate applications makes moving the cursor around on the screen much faster and easier. When you move the cursor with the keyboard, you use keys such as **TAB**, arrows, and the space bar. If you have a mouse, you can move the cursor anywhere on the screen by simply pointing, clicking, and dragging.

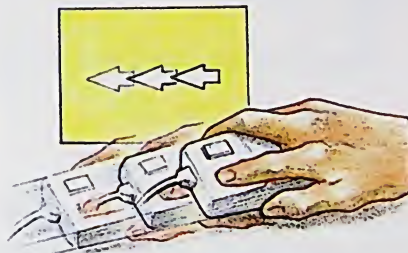
The old adage of "practice makes perfect" is certainly true when

using a mouse with DeskMate. The more you experiment with your mouse, the easier it is to use.

We've provided a Techniques Box that describes the basic movements. Also, look at the illustrations below that show how to perform the mouse actions.

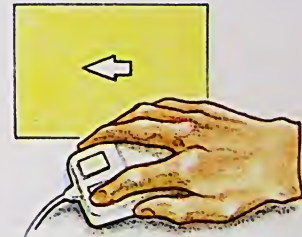
You'll soon discover the advantages of using a mouse with DeskMate!

*If you have questions, press **F1** to access DeskMate's extensive on-line help.*



Point

Move the mouse on a flat surface until the pointer (arrow) is where you want it.

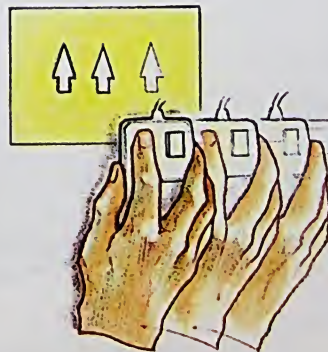


Click

Quickly press and release the left mouse button.

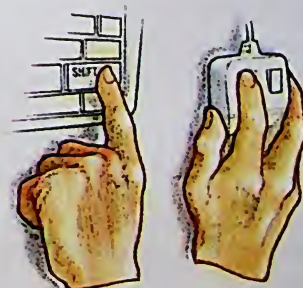
Double Click

Click the left mouse button twice in rapid succession.



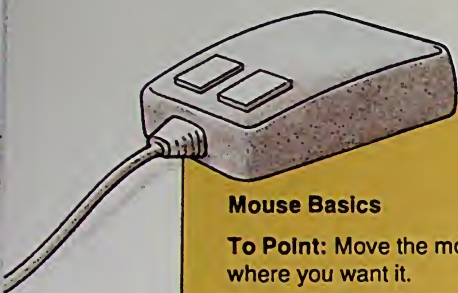
Drag

Hold down the left mouse button while moving the mouse.



SHIFT-Click

Hold down the **SHIFT** key and click the left mouse button.



Techniques Box

Mouse Basics

To Point: Move the mouse until the tip of the pointer is where you want it.

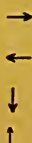
To Click: Quickly press and release the left mouse button.

To Double Click: Click the left mouse button twice in rapid succession.

To Drag: Hold down the left button while moving the mouse.

To SHIFT-Click: Hold down the SHIFT key and click the left mouse button.

Click on the appropriate mouse button on the menu bar:



To move the cursor:

Right
Left
Down
Up

Using Menus

1. Point to the appropriate menu button on the menu bar.
2. Click the mouse button.
3. Point to the option you want to choose.
4. Double click the mouse button.

Using Dialog Boxes

- Point to the desired field or button, and click.

If you click on a field that requires a typed response, the cursor appears so that you can type.

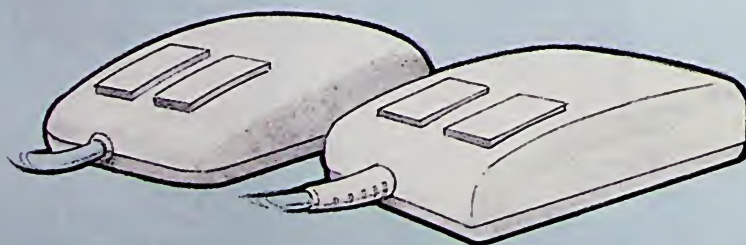
If you click on a button, the button is chosen.

Highlighting Using a Mouse

1. Point to the place you want to begin highlighting.
2. Drag the pointer to the end of the information you want to highlight.
3. Release the button.

Add a Mouse for "Point and Click" Convenience!

Add a mouse to your computer system to make DeskMate even easier to use. By simply rolling the mouse across your desk, you can make the cursor fly from one menu to the next, and make selections with a click of the mouse's button. A mouse also makes it simpler to move around in spreadsheets or Text documents, and provides you with greatly enhanced precision in DeskMate's Draw application.



Need Help?

Although DeskMate is easy to use, you might occasionally need more specific information than is covered in this magazine. DeskMate's help system is built into the software, which means that help is available while using any application. The *on-line* help includes an extensive system that provides not only on-line help, but also tutorials on most of the applications. The on-line help offers different levels of help, from general to specific, to meet any of your needs. The tutorials use lots of graphics to actually guide you through an application step-by-step.

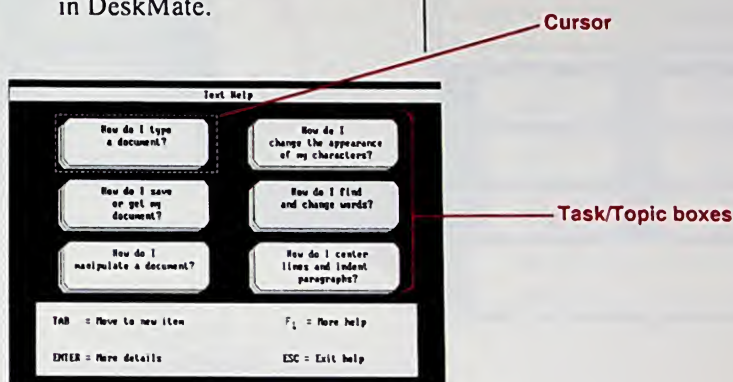
On-Line Help

On-line help is available anywhere in the DeskMate program. Simply press the F1 key. Depending on the screen you are using when you press F1, or where you position the cursor, information will appear to assist you. Not only is the on-line help easy to access, but it is also easy to get out of and right back to where you were. Simply press ESC until you exit help.

Because DeskMate is for users of varying levels of expertise, we have designed three levels of on-line help to assist you — General Help, Quick Reference Help, and Problem Solving Help.

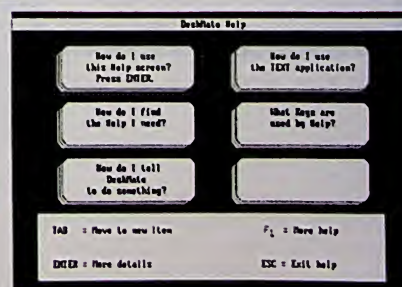
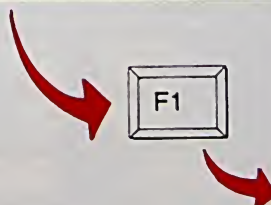
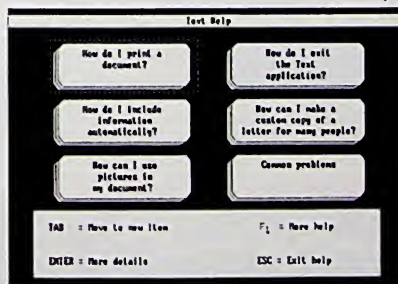
General Help appears when you press F1 without selecting something specific on the screen. General Help presents a group of tasks and topics related to your present location in DeskMate.

When you press F1 on the first screen in some applications, specific information about the first field on the screen appears. Pressing the F1 key again accesses General Help.



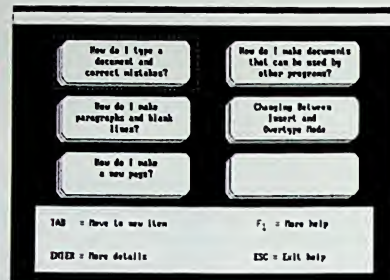
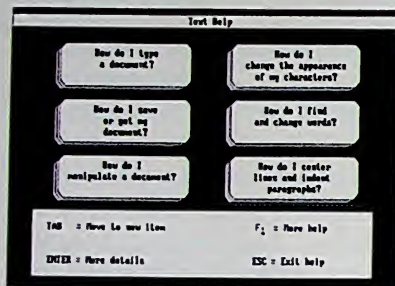
You can choose a specific box (task or topic) by using the arrow keys to move the cursor. The cursor on this screen is the dotted box.

You can continue to display additional task/topic boxes by simply pressing F1.



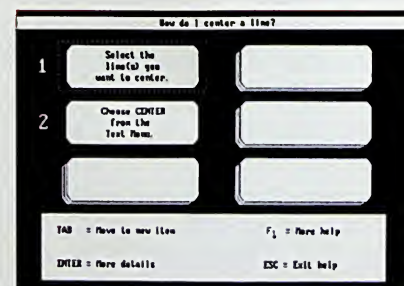
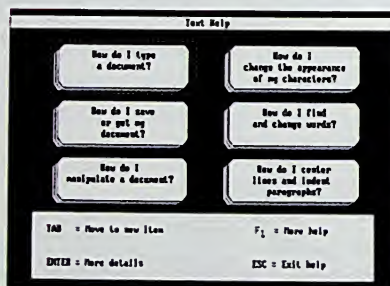
Once you see the task/topic box you want, press **ENTER** to display specific information and instructions for that task or topic. Depending on the box you choose, you will display:

- Additional task/topic boxes

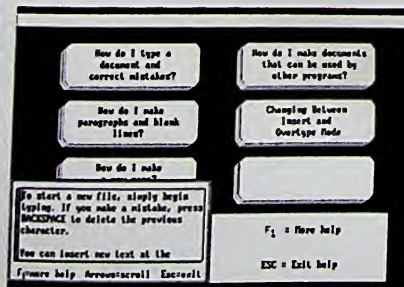
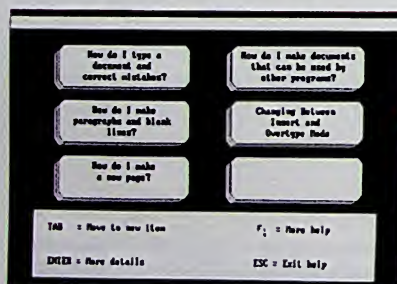


*If you don't understand a specific step, move the cursor to the step and press **F1** or **ENTER**. Additional information about the step appears in the lower, left corner of the screen.*

- Step-by-step instruction boxes



- Or, an information box



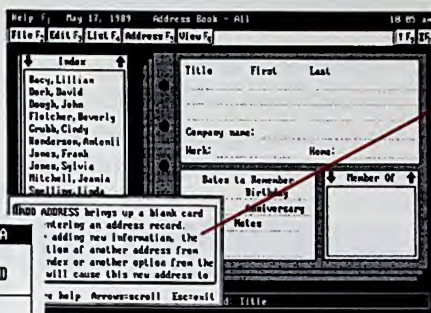
The information box is the most specific help you can get on a task or topic, but if you still need help, press **F1** again. You will either see additional information in the box or return to the first general task/topic screen so that you can review the list of tasks and topics again.

- Quick Reference Help gives information about menu options, dialog boxes, and message boxes. To access the on-line help for a menu option, select the menu and highlight the desired option. Then, press F1 to access the on-line help.

Information about the option appears in the lower, left corner of the screen.

Menu option

Add	Ctrl+A
Copy	
Delete	Ctrl+D
Add to list...	
Delete from list...	
Find...	Ctrl+F
Find next	Ctrl+N
Call	Ctrl+C



Menu information

To obtain help when a dialog box is displayed, press F1. Information about the dialog box appears in the bottom, left corner of the screen.

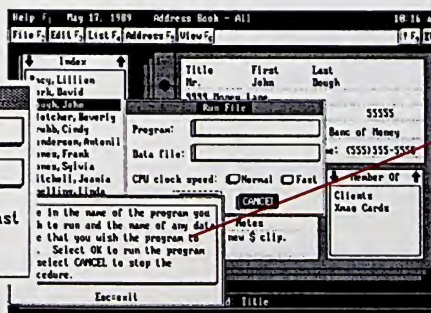
Dialog box

Run File

Program:

Data file:

CPU clock speed: ☐ Normal ☐ Fast



Dialog box information

Whenever a message box appears, simply press F1 to display specific information about the message.

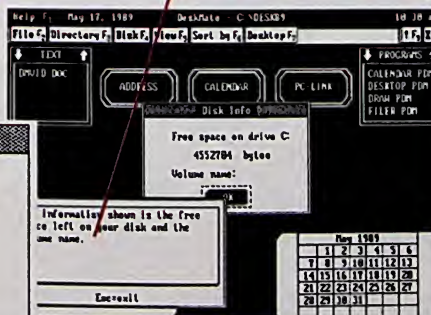
Message box

Message box information

Disk Info

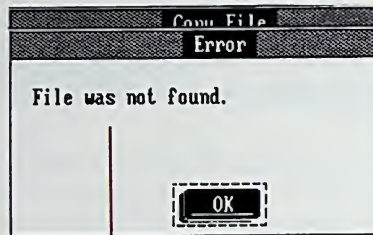
Free space on drive C:
4552784 bytes

Volume name:

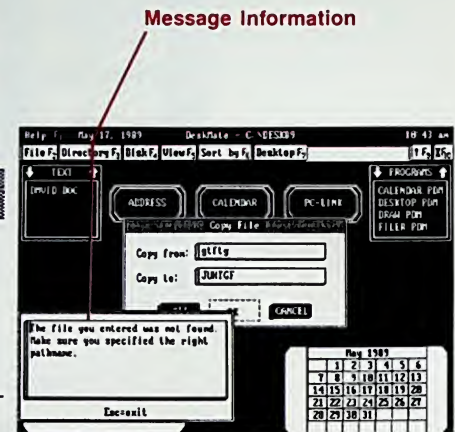


Refer to the Techniques Box in this article for further information on how to access the menu options and move around in a dialog box.

- **Problem Solving Help** appears if you press F1 when an error message is displayed on the screen.



Error Message



This help is designed to give you information or instructions about the error you made while running DeskMate. For example, if you enter incorrect data in a dialog box, Problem Solving Help will give you information as to why your data is incorrect.



Tutorials

Tutorials for most of the DeskMate applications are available to teach you specifics about an application. However, you can only run a tutorial from the desktop. To access a tutorial, use the arrow keys to highlight the Teach Me box, and then press **ENTER**. Instructions for using the tutorials appear. Follow the prompt(s) to access the menu listing the available tutorials. To

run a tutorial, highlight it, and then press **ENTER**. Your step-by-step exercise begins.

To exit the tutorial, press **ESC**. You return to the lesson menu. From there you can select **Exit this tutorial** (or press **ESC**) to return to the list of tutorials. Press **ESC** again to return to the desktop.

Techniques Box

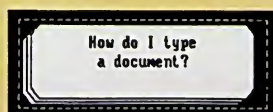
Selecting Menu Options

1. Press a function key (F2-F10).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically cancels the operation.

Cursor

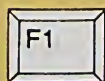


Dotted box

ENTER and F1 Key



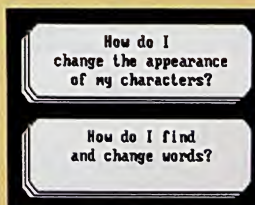
Selects a specific Task/Topic box



Displays additional Tasks/Topics boxes

Types of Help Boxes

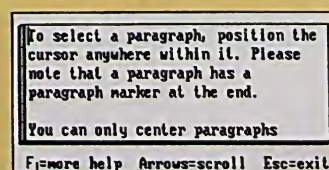
Task/Topic boxes



Step-by-step boxes



Information box

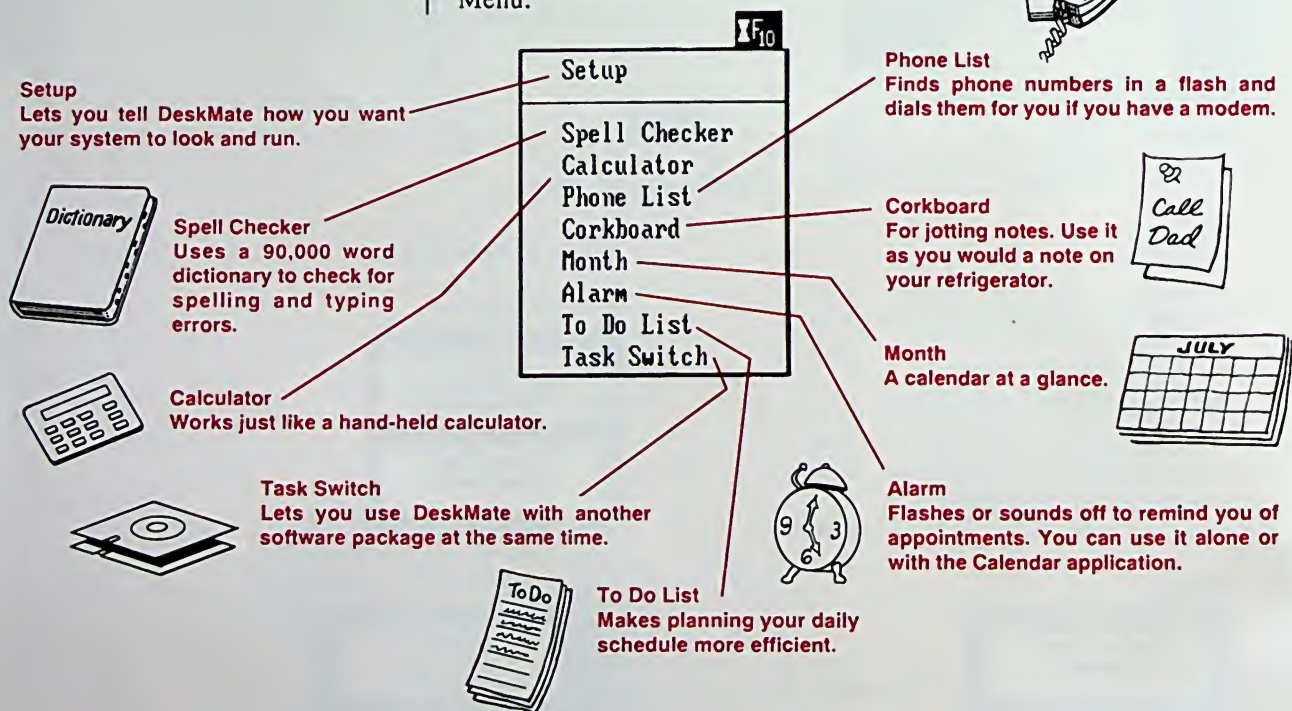


Accessories

Change your screen colors, add up figures on a calculator, set an alarm, plus much more.

DeskMate's accessories are handy tools you can use from anywhere in DeskMate. These tools enhance DeskMate in the same way that you use accessories to enhance your wardrobe or home.

Press **F10** from anywhere in DeskMate to pull down the Accessory Menu.



See the "Desktop" article for instructions on how to install an accessory on the desktop.

Pressing **ESC** will exit an accessory at any time. You'll return to the previous screen.

When you receive DeskMate, some accessories might be displayed on the desktop. You can place the Corkboard, To Do List, Month, or Phone List, on the desktop. Mix and match these accessories to fit your needs.

Let's look inside the various accessories so that you can see how they work in DeskMate.

Setup

The Setup accessory lets you tell DeskMate how it should look and run. You can change your screen colors, select a new system date and time, and set up your printer, mouse, or modem.

To select Setup, first open the Accessory Menu (F10). Then, press ↓ to highlight setup, and press ENTER.

The Setup screen shows you at a glance how the options are currently set. If you want to change an option, select the option from the

Options Menu (F2). If you have a mouse and are set up to use it, simply point at the desired box on the Setup screen and double click.

Mouse Settings

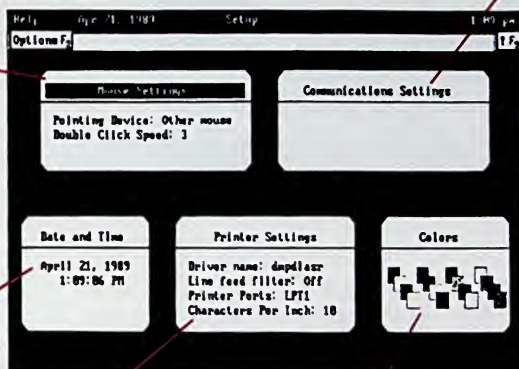
Most of DeskMate's applications work better with a pointing device such as a mouse or a joystick rather than a keyboard. This Setup option lets you select various pointing device options.

Date and Time

Lets you change the current date and time in DeskMate without returning to the system prompt.

Printer Settings

Use this Setup option to tell DeskMate what type of printer you are using.



Colors

You can change DeskMate's screen colors to any combination that is pleasing to your eyes. Experiment until you find just the right combination for you.

When you select Communications, the following dialog box appears:

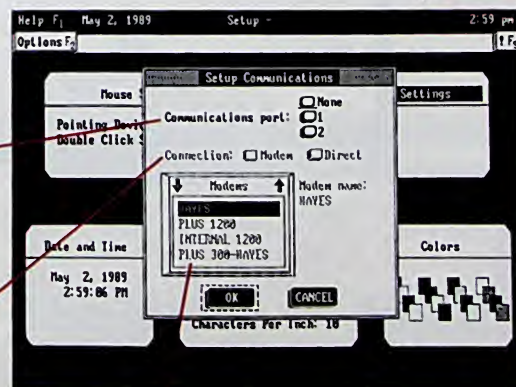
Communications Settings

When you decide to use your computer for telecommunications, the outside world is virtually at your fingertips. Use this option to tell DeskMate about the telecommunications equipment you are using.

If you have only one serial port and you currently have a mouse connected to it, you cannot use the Communications option.

Communications Port. Tells DeskMate which communications port you are using to connect your telecommunications equipment (such as a modem). Choose 1, 2, or None.

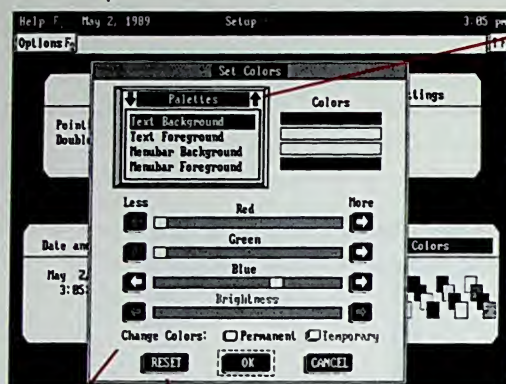
Connection. Tells DeskMate whether you are directly connected (via a cable) to another computer or using a modem. Choose Modem or Direct.



Modems. Lists the modems that DeskMate supports. (This feature is not available if you chose Direct.) Highlight the modem you are using. The name appears at the Modem name: prompt.

The type of video card in your computer determines the number of colors available to you. You might need to scroll through the Palettes box to display all the possibilities. However, if you have a video card that supports only one palette, such as a monochrome monitor, the Colors option is not available.

When you select Colors, the following dialog box appears:



Palettes. Lets you choose the section of your screen (background or foreground) you want to change.

Highlight the desired Palette. Use the Red, Green, and Blue bars to adjust the colors and create the color you want. You can move the setting right to add more of the color or left to reduce the amount of that color. If your monitor can detect intensity settings, you can make all the colors brighter or dimmer by adjusting the Brightness setting. (The number of changes you can make along a color bar is related to the number of colors your computer is capable of displaying.)

Change Colors. (Available in Draw only.) After you set colors, choose whether you want DeskMate to save them permanently or only use them until you exit Draw.

RESET. Returns the colors as they were when you first enter the accessory.

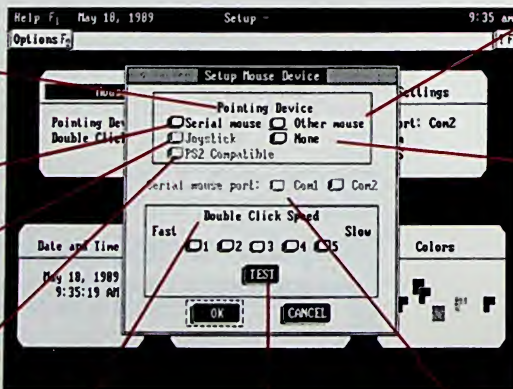
When you select Mouse, you see:

Pointing Device. Lets you specify the type of pointing device you are using. Choose one option.

Serial mouse. To use a serial mouse.

Joystick. To use a joystick or Tandy color Mouse.

PS2 Compatible. Available on microchannel computers only.



Other mouse. To use a previously installed Microsoft-compatible mouse driver in DeskMate.

None. To indicate that you don't have a mouse or that you don't want to use a mouse.

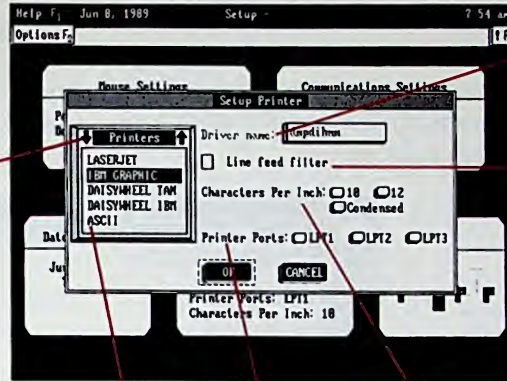
Double Click Speed. Lets you choose a comfortable double click speed.

Serial mouse port. If you chose Serial mouse, indicate which serial (communications) port your mouse is connected to. Choose either Com1 or Com2.

TEST. Lets you test the double click speed. If the TEST button does not respond, try choosing another double click speed.

Note: Be sure you select the correct port if you have already installed a serial mouse.

When you select Printer from the Setup screen, you see:



Printers. Displays the printers you can use with DeskMate. Highlight the printer you are using.

Note: OTHER lets you use special unlisted printer drivers built specifically for use with DeskMate.

ASCII is a generic printer driver and should work with all printers. You must, however, use this driver if your printer does not support graphics.

Printer Ports. Lets you tell DeskMate which port your printer is connected to. The default port depends on the type of computer you are using.

Driver Name. If you choose OTHER, type the name of the printer driver for your printer.

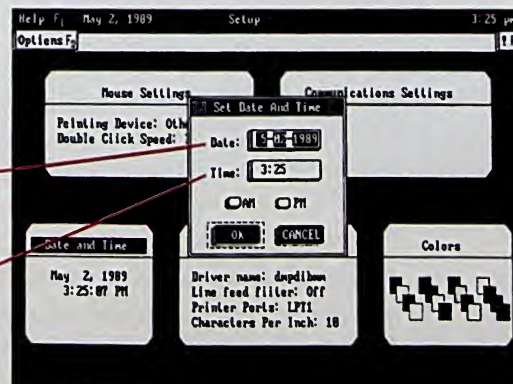
Line Feed Filter. Pressing the space bar inserts and removes an X from this box. (If the option is on, the box contains an X.) Check the CR setting on your printer. If it is CR=NL, this box should contain an X. If the CR setting is CR=CR, the box should be empty.

Note: If your printer is double spacing or printing lines on top of each other, try changing this option.

Characters Per inch. Lets you indicate how many characters per inch (10, 12, or condensed) you want your printer to print.

DeskMate refers to this printer information each time you choose a print option in DeskMate. If you change printers, be sure to change the information in this accessory.

When you select Date and Time, a dialog box appears.



Date. Type a new date, using the format mmddyyyy (mm = month, dd = day, yyyy = year).

Time. Type the new time, using the format hh:mm:ss (hh hour, mm = minutes, ss = seconds). Then, choose either AM or PM.

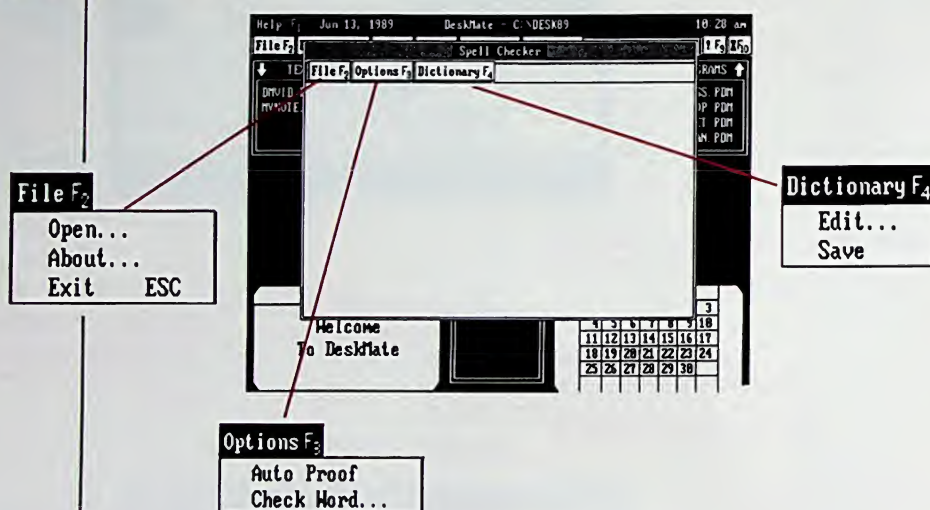
Using Spell Checker with Text

You can use Spell Checker if you're working in the Text application by selecting Proof from the Edit Menu. See the "Text" article for an example.

Spell Checker

This accessory lets you check your files or documents for misspelled words. A built-in dictionary checks your spelling, and if it finds an error, it displays the word and offers replacements.

After you select Spell Checker, you see a dialog box that contains menus from which you can select various functions within the Spell Checker accessory.



If the file you want to open is not in the list box, you can use the Open File: prompt to type the name of the desired file.

The User's Dictionary lets you add specific words that you often use but are not contained in DeskMate's main dictionary.

To open a file or document:

1. Select open from the File Menu.
2. Highlight the file.
3. Press ENTER to begin the Spell Checker procedure.

To check a file or document:

After you open the file, Spell Checker displays the unknown word. The context in which the word appears is shown directly beneath the word.

If the unknown word is correct, you can select Add to Dictionary from the Options Menu to add the word to your User's Dictionary.

If the word is incorrect:

1. Either scroll through the Replacements box and highlight the correct word or press SHIFT-TAB to move the highlight to the context area and type the correct word.
2. Select Accept context.

You can return to the original word by selecting Restore Context on the Options Menu.

Menu Options in Spell Checker:

File F₂

Open...
About...
Exit ESC

Open. Lets you open a file or document to check.

About. Displays the copyright information for Spell Checker.

Exit. Lets you exit the Spell Checker accessory.

Options F₃

Auto Proof
Check Word...

Auto Proof. Tells Spell Checker to check every word you type anywhere in DeskMate. If the word is not found, a beep sounds, and you can then select the Spell Checker accessory. To select Auto Proof, simply highlight it and press ENTER. The next time you open the menu, a check mark indicates Auto Proof is on. To turn off the option, highlight it again and press ENTER.

Check Word. Lets you check individual words without checking your entire file. Simply select Check Word, type the word you want to check, and then press ENTER. If the word is unknown, suggested alternatives are displayed. If the word is correctly spelled, a message is displayed.

Dictionary F₄

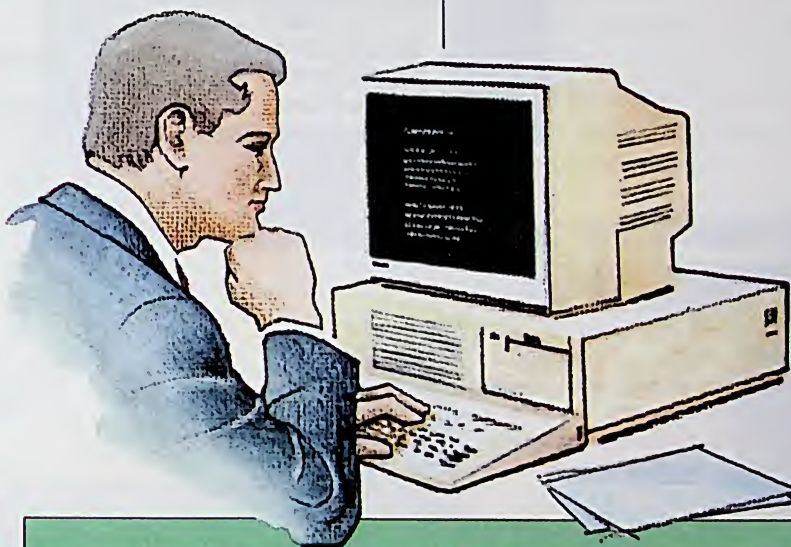
Edit...
Save

Edit. Lets you remove words that you have added to your User's Dictionary when checking words. A dialog box appears, listing the words. Like the pages of a dictionary, there are headings for the first and last word on the page.

Save. Saves the changes you make to your User Dictionary after you use the Edit option.

Attention Diskette Users:

If your computer does not store DeskMate in ROM and you have only one disk drive, you cannot use the Autoproof option.



Edit Dictionary Key Commands

PG UP

Displays previous page of words.

PG DN

Displays next page of words.

↑ ↓

Highlights a word.

← →

OK

Accepts deletions (if any). You'll be prompted to save the dictionary on disk when you leave the Spell Checker accessory if it has not been saved.

DELETE

Removes the highlighted word from the User's Dictionary. Restores the deleted words and returns you to the Spell Checker accessory.

CANCEL

Calculator

It looks just like a regular calculator...

Type your numbers using the number keys on the keyboard, and type the functions as they appear on the calculator buttons.



Type CE (or point to CE and click) to clear an entry. If you make a calculation error, such as trying to divide by zero, you see the message ERROR on the calculator display. Use the CA function before you continue.

Calculator Functions

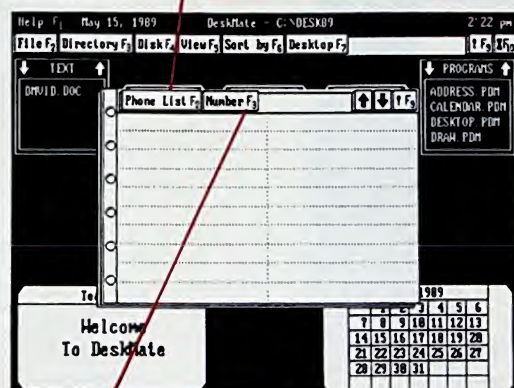
- | | |
|----|--|
| S | Changes the sign of a number. |
| CE | Clears the current entry. |
| CA | Clears all parts of the calculator, except memory. |
| + | Adds the displayed number to the next one you enter. |
| - | Subtracts the next number you enter from the one displayed. |
| x | Multiplies the displayed number by the next one you enter. |
| / | Divides the displayed number by the next one you enter. |
| % | Lets you use a percentage in a calculation. For example, entering 200 - 3% produces the result of 200 minus 3 percent (194). |
| M+ | Adds a number to the amount in the calculator's memory. |
| M- | Subtracts a number from the amount in the calculator's memory. |
| MC | Clears the calculator's memory. |
| MR | Displays the calculator's memory. |

Phone List

The Phone List accessory shows telephone numbers that you have entered in your Address Book. This accessory is ideal for jogging your memory, or if you have a modem installed, you can call auto-dial right from your desktop. Here's how DeskMate's Phone List looks:

Print. Lets you print a copy of your list.

Exit. Lets you exit the Phone List accessory.



Phone List F_2

Print
Exit Esc

Number F_3

Call Ctrl+C

Work phone
✓ Home phone

Call. Use this option to automatically dial a highlighted number on the list if you have an auto-dial modem.

Note: Be sure you have defined your telecommunications equipment using the Communications option in the Setup accessory.

Work Phone. Choose this option to display work phone numbers (indicated by W on the phone list). When this is the current option, a check appears next to it on the menu.

Home Phone. Choose this option to display home phone numbers (indicated by H on the phone list). When this is the current option, a check appears next to it on the menu.

You can place either of these accessories on your desktop. Refer to the "Desktop" article for more information.

Corkboard

Use the Corkboard accessory as you would a notepad. Your notes are stored in the Corkboard file, and you can refer to them whenever you need them.



CLEAR. Deletes the contents of the Corkboard.

PRINT. Prints the contents of the Corkboard.

CANCEL. Removes the Corkboard accessory from the screen.

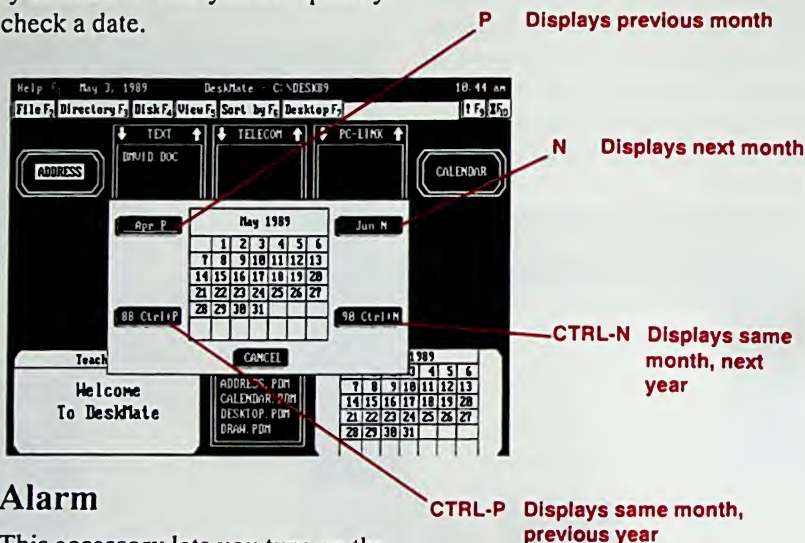
Key Functions for Corkboard

PG DN	Moves cursor to bottom of screen. Pressing again displays the next screen.
PG UP	Moves the cursor to top of screen. Pressing again displays the previous screen.
CTRL-HOME	Moves cursor to beginning of the text.
HOME	Moves cursor to beginning of the current line in Corkboard.
END	Moves cursor to end of the current line in Corkboard.
CTRL-END	Moves cursor to end of the text.

The first calendar you see is based on the date displayed in the upper left corner of your DeskMate screen.

Month

When you select the Month accessory, you'll see the current monthly calendar so that you can quickly check a date.



If you want to use the Alarms in Calendar, be sure to use this accessory to turn on the alarm function so that you can choose Alarm when adding a calendar event. The alarm then operates as described in the "Calendar" article.

Alarm

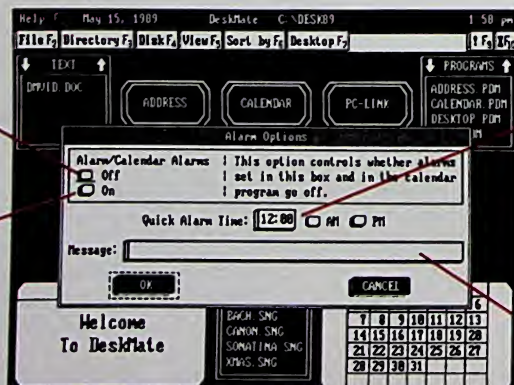
This accessory lets you turn on the Alarm function and also set a Quick Alarm.

The first time you select Alarm, you'll be asked to insert the diskette that contains the file, PERSONAL.CAL. Do so, and press ENTER.

When you select Alarm, you see the following:

Off. Turns off the Alarm function but retains all the entered time settings. When you start DeskMate, the alarm is off.

On. Turns on the Alarm function so that you can either set a Quick Alarm or use Alarm in the Calendar application.



Quick Alarm Time. Use this option if you want to enter an alarm time that is not associated with an event in the Calendar application. Type the time and choose either AM or PM.

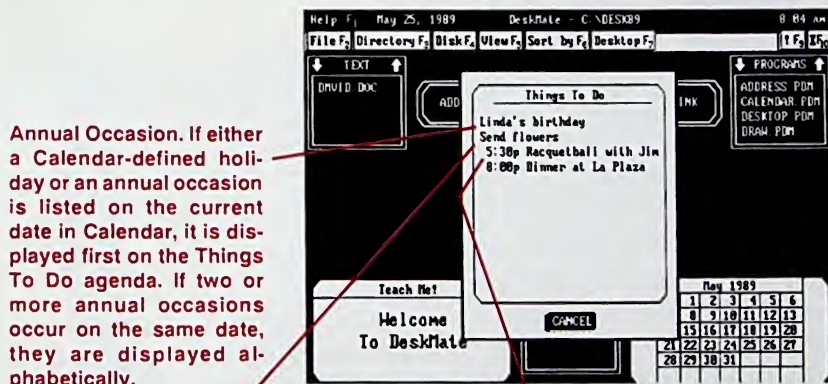
Message. Type a description of the event for which the alarm is set. When the alarm sounds, you can select the F9 key to display the message.

To Do List

The To Do List accessory lets you display an agenda box so that you can monitor your day's schedule demands "at a glance." If you add new activities to your calendar (using the Calendar application) that affect the current date, these appear automatically on the agenda.

If two or more events occur on the same date, they are displayed according to the start time. Events (NOTES on the daily calendar) that do not include a time are listed before the events with a time.

When you select To Do List, you might see an agenda box that looks like this:



Annual Occasion. If either a Calendar-defined holiday or an annual occasion is listed on the current date in Calendar, it is displayed first on the Things To Do agenda. If two or more annual occasions occur on the same date, they are displayed alphabetically.

Reminders. Following annual occasions, reminders are displayed on the Things To Do agenda. If two or more reminders occur on the same date, they appear alphabetically.

Events. Events are displayed following the reminders. Your day's events are automatically removed from the To Do List as their beginning times expire.

Note: Due to space limitations, only the start time (entered when you added the event) is displayed.

Due to space limitation on the desktop, To Do List does not appear in the Desktop Menu's Display option list box. When there is adequate room on the desktop for the To Do List, it will appear in the Display option box.

See the "Desktop" article in this magazine for further information on rearranging your desktop.

The agenda can hold only 12 activities, so if you have 12 annual occasions that are currently displayed on the agenda, there is no room for any reminders or events. As activities originally listed are deleted, additional events, if any, will be displayed.

If you want to install the To Do List on your desktop, you must remove some application boxes and/or accessories.

Task Switch

You can move between two DeskMate applications or a DeskMate application and another software program using this accessory.

You can choose another DeskMate application or software program as a second task in one of two ways.

From the desktop:

- Select a DeskMate application as a second task by selecting it

from its application box or the Programs list box.

If you choose Task Switch while the desktop is displayed, the Run dialog box appears automatically.

or

- Select another software program using the File Menu's Run option. A dialog box is displayed.

Program. Type the name of the program you want to switch to.

Data file. Type the name of the data file you want to use, or leave blank. If you leave the prompt blank, DeskMate runs the program without opening a corresponding file.



CPU clock speed. Choose Normal or Fast.

Normal runs the program at the normal CPU speed.

Note: Some software packages, such as games and speed-sensitive programs, require you to run them at normal clock speed to ensure that they operate properly.

Fast runs the program at the higher CPU speed, if your computer supports this. The speed setting defaults to Fast, and we suggest that you use it to run DeskMate applications.

From Within an Application:

Choose Task Switch while you are in an application. You automatically return to the desktop. Then, select the File Menu's Run option and type the program name and data file at the appropriate prompts in the dialog box.

Now, by selecting Task Switch (or pressing ALT=) you can move directly between the two programs.

To end a task, exit in the normal manner. You will return to the desktop. If you try to exit DeskMate from the desktop, and there is still a task in memory, you return to that application. Exit the application normally and when you return to the desktop, you can then exit DeskMate.

When you store information on diskette or access your disk drives in any way, be sure that you have the correct diskette(s) in the drive(s) for the software you are currently using.

Considerations When Running Task Switch

- You cannot use Task Switch at the same time you are running terminate and stay-resident (always in memory) programs, such as Microsoft Windows, Sidekick, and other similar programs.
- You cannot use Task Switch with other software that requires you to reset the computer in order to load.
- You cannot task switch with BASIC, using a mouse.
- You cannot task switch with programs that "take over" the keyboard. You will know if your program does this by pressing the ALT = key sequence. If nothing happens, your program controls the keyboard.

Some Notes About Task Switch

- When you start a new task that is not a DeskMate application, you might need to change to the directory that the new program uses.
- If you task switch to Command.com, you must type exit to return to the desktop.
- If you are using another graphics program other than DeskMate, Task Switching might not occur. You might need to exit the other program so that DeskMate can restore the desktop.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run and press **ENTER**.

A dialog box appears and you can type the application name at the **Program:** prompt and, if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to select OK and open the application or file.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

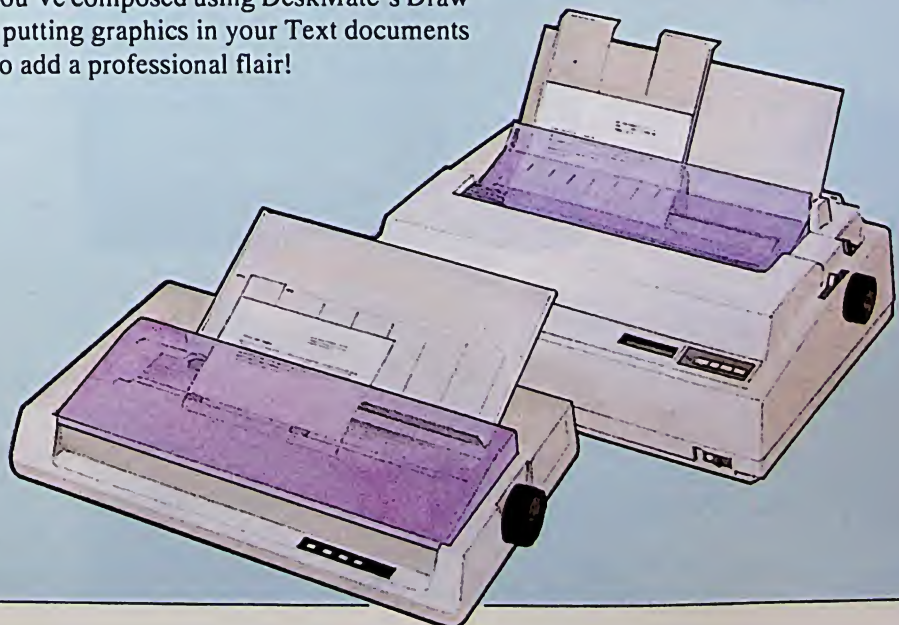
Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Put Your Thoughts on Paper!

A printer enables you to print your text documents, database files, spreadsheets, phone lists — you can even use DeskMate to create form letters that access the mailing lists you create with DeskMate's Address Book feature. You can also print monthly appointment calendars, "to do" lists, phone directories or address lists. And, if you have a dot-matrix or laser printer, you can print graphics or illustrations that you've composed using DeskMate's Draw application. Try putting graphics in your Text documents or Filer reports to add a professional flair!



Address Book

Address Book lets you group related addresses together into lists and use them for printing as well as reference. Instead of having a different address book for each of your activities, you can keep all your lists in DeskMate's Address Book.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the new diskette and press ENTER.

When it comes to keeping track of addresses, there are two kinds of people in the world: those who meticulously keep separate address lists for each of their activities and those who are doing good to keep a single address.

Whichever group you're in, Address Book will suit you perfectly because you can keep one list or up to 25 separate address lists — all in one electronic address book.

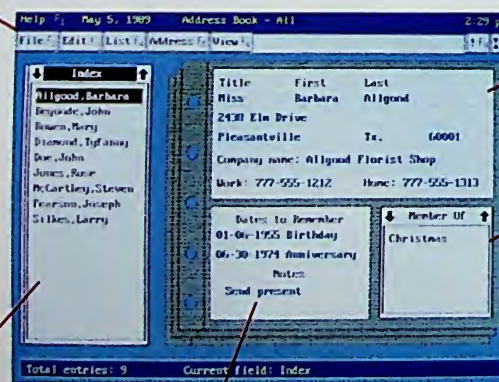
You can use the application in any

way that works best for you. This article is designed to help you get started adding, updating, and deleting addresses in one or more lists. In addition, you'll get some ideas for setting up your own lists.

Checking Out the Address Book Screen

You can access Address Book from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

Title bar — lets you know what you're viewing, either a particular list or all the addresses in the book. If you're viewing a particular list, that list is called the *current list*.



Address record — lets you enter the information for each address. The record is divided into several fields.

Member Of list box — lets you know which lists contain the currently displayed address.

Status line — lets you know two things:

- How many addresses are in the current list (or the entire book)
- Which field you're in

Index list box — provides an index to the addresses in either the entire Address Book or the current list. The addresses are listed alphabetically by last name, and you can view a complete address simply by highlighting the appropriate name in the box.

Dates to Remember/Notes — lets you enter special dates and then attach a label to each date. You can use the Note field to jot down reminders/information about the address listing. To enter a date, use the formats MM-DD-YY, MM-DD-YYYY, MM/DD/YY, or MM/DD/YYYY. (You must enter a year. If you do not know the year, simply enter zeros.)

Entering Addresses

When you first start Address Book, the View Menu's ALL option is already selected for you. Therefore, when you add addresses, you are adding them to the entire address book, not a specific list. You can also use this view to display all addresses in the book, regardless of which lists the addresses might be in.

You can immediately begin entering addresses. Try it:

1. Type a courtesy title, such as Mr., in the Title field.

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

2. Move to the next field by pressing **TAB**.
3. Enter the remaining address items in the same way.

If you wish, you can change Birthday and Anniversary to other date reminders. Press **TAB** to highlight the word, and then simply type over it. If you don't want to change these words, press **TAB** to skip them.

When you finish entering the address, you can store it using the simple process explained in the next section.

Storing Addresses and Adding Additional Addresses

To add another address and store the current address, select Add from the Address Menu. (Or, press **CTRL-A**, the accelerator for Add.) As Address Book displays another

blank record, it stores the previous address and adds it to the Index list box.

You can enter addresses in any order because Address Book automatically alphabetizes by last name.

When you finish adding addresses, select any available option other than an Edit Menu option. Address Book stores the current address and performs the action you chose.

Viewing Addresses

To view any address in the book, move the cursor to the Index list box and then use **↑** or **↓** to highlight the appropriate name.

Deleting an Address from the Book

To delete an address from the entire book, display it on the screen and select Delete from the Address Menu. (Or, press **CTRL-D**, the accelerator for Delete.) When asked if you're sure you want to delete the record, press **ENTER**. Notice that the address disappears from the Index list box.

Because Address Book stores all addresses in the file personal.adr, you lose the addresses if you delete this file. For this reason, you should always keep a copy of this file. (You can use the Copy option in the File Menu to make a copy on another diskette.)

You can quickly find a name by simply typing the letter in the alphabet that corresponds to the first letter in the name. For example, type s to find Smith.

If you need assistance while working with this application, press F1 to access the on-line help. A tutorial on Address Book is also available.



Modifying Address Information

To change any information in an address, simply highlight the information in the address record you want to change and type over it. Then, select any menu option (other than an Edit Menu option) to store the changed address.

Creating Additional Lists

After awhile, you might want to try your hand at working with another address list. To create your own lists, such as one for a church group you're active in, do the following:

1. Select **New** from the List Menu.
A dialog box appears.
2. Type the list name **church**.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run** and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt. Press **ENTER** to select **OK** and open the application or file.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, **Copy** on the **Edit Menu**).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Highlighting Multiple/Consecutive Lists

Consecutive lists:

- Press **SHIFT-↓**.

Non-consecutive lists:

1. Highlight the first list.
2. Press **CTRL-↓** to move down the list box.
3. Press **CTRL** and the space bar on each list you want to highlight.

Scrolling the Index List Box to View an Address

Use the scroll arrows, use the **↓** and **↑** keys, or type the first letter of the last name you're looking for.

Viewing a Single Address List

1. Select **By List** from the View Menu.
2. Highlight the desired list.
3. Press **ENTER**.

Viewing All Addresses

- Select **All** from the View Menu.

Viewing Address Book and Phone List Together

Address Book and the Phone List accessory access the same information. Therefore, you can find any Address Book phone number from anywhere in DeskMate simply by selecting Phone List.

3. Press **ENTER** to complete the task.

Address Book creates the list and displays an address record for that list.

Now add a few addresses to the Church list, using the procedures outlined in "Entering Addresses." Include only new addresses you haven't put in the book before. When you view all addresses again, you'll see that the addresses in the Church list are automatically added to the index for the entire book.

Viewing Lists

After creating additional lists, you can easily view the addresses in an individual list using the **By list** option on the **View Menu**. Simply select the option, highlight the list you want to view, and press **ENTER**. The name of the current list appears in the title bar and the **Index list box** displays only the names in that list.

Adding Addresses to Another List

You can add the address currently displayed to another list. Simply select **Add to list** from the **Address Menu** to display all available lists. Highlight the list(s) to which you want to add the displayed address. Once you press **ENTER**, the **Member Of list box** indicates that the displayed address is now a member of the chosen list(s).

Deleting Addresses from a List

To delete an address from a specific list, display the address you

you wish to delete, and then select the **Address Menu's Delete from list** option. Address Book displays all available address lists. Highlight the address list(s) from which you want to delete the address. Then, press **ENTER**.

Preview of Other Address Book Options

By now, you have the gist of Address Book. Several of the remaining Address Book options simply help store and view addresses more quickly. For example, you can:

- Add the displayed address to another list without leaving the current list
- Find an address or group of addresses by simply specifying any string of characters that appears in them
- Merge all the addresses from another list into the current list

Other menu options let you really put your stored addresses to work. Using them, you can:

- Dial a highlighted phone number (if you have an auto-dial modem)
- Print out mailing labels
- Merge information with Text documents to print form letters

DeskMate's on-line help (**F1**) provides detailed information about all these tasks.

To return to the desktop, simply select **Exit** from the **File Menu**, or press **ESC**.

*Do not confuse the **Delete from list** option with the **Delete** option. The **Delete** option removes the address from the entire book.*

Practical Uses for Address Book

CHRISTMAS CARDS

↓ Index ↑

Bacy, Lillian
Cool, Calvin
Dough, John
Fletcher, Beverly
Grubb, Cindy
Henderson, Antonii
Jones, Frank
Jones, Sylvia
Mitchell, Jeania
Snelling, Linda

↓ ↑

Title First Last
Mr. Frank Jones
7777 Heaven
Anytown HV 00000
Company name:
Work: Home: (111)111-1111

↓ ↑

Dates to Remember
03-28-1929 Birthday
Notes
Member Of
Xmas Cards

CLIENTS

↓ ↑

Title First Last
Mr. Antonii Henderson
1846 Wisteria
Anytown AM 01000
Company name: Tonii's Basketball Bonanza
Work: (111)111-1111 Home: (111)111-1110

↓ ↑

Dates to Remember
01-13-1977 Birthday
Notes
Member Of
Clients

CHURCH MEMBERS

↓ ↑

Title First Last
Mrs. Lillian Bacy
3240 Binz
Anytown AM 00000
Company name:
Work: Home: (555)555-5555

↓ ↑

Dates to Remember
06-18-1930 Birthday
02-01-1951 Anniversary
Notes
Member Of
Church members



Calendar

Effective time management begins with an organized calendar. DeskMate's Calendar application can help you schedule your valuable time. Once you are organized, you'll feel like you've been granted several more hours in each day!

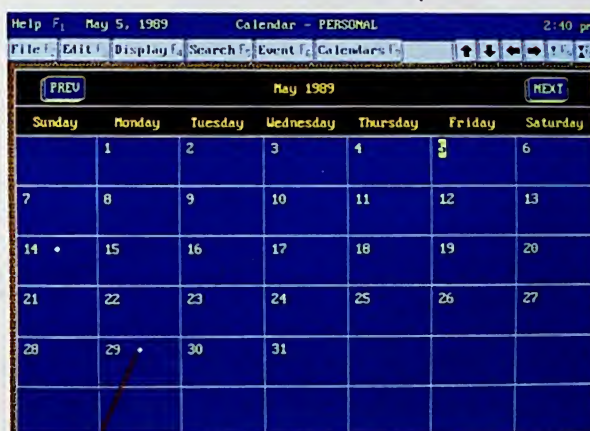
Calendar lets you schedule your appointments, meetings, and events without the clutter of bulletin boards and paper calendars. You can tailor your calendar to include dates of special significance to you, such as birthdays or anniversaries, and even include daily reminders — remember that dose of megavitamins. Schedule events by the date and time; Calendar can even let you know if there's a conflict in the schedule. Your events can be scheduled to include an alarm that will alert you when an engagement is looming.



This article tells you how to start Calendar and suggests some interesting ways to use it. (Refer to the Techniques Box in this article for further information.)

When you first enter Calendar, you see a monthly calendar (named PERSONAL).

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the new diskette and press ENTER.



Diamond shapes indicate holidays and your own annual occasions such as a birthday or anniversary.

Alarm — To set an alarm to remind you that an event is approaching, choose the Alarm check box when you add an event. An alarm sounds at the event time. If you want an alarm reminder before the event actually begins, set the starting time earlier than the actual event. (Be sure you turn on the Alarm function from the Alarm accessory on the Accessory Menu (F10).)

If you have questions about Calendar, press F1 to use DeskMate's extensive on-line help or the Calendar tutorial.



The Conflicting Dates Dilemma

You're alone in the office at the end of a long day. You've just filtered through your mail and noticed the concert tickets for next month.

"Great!" you say aloud. The tickets were hard to get, but you managed, and now you can look forward to a wonderful evening.

It's a long time between now and the concert, and you surely don't want to forget, so you decide to add the event to your PERSONAL calendar.

Scheduling an Event

1. At a monthly calendar, press **F6** to display the Event Menu.
2. Press **↓** to highlight **Add**, and then press **ENTER**.

A dialog box appears. Today's date appears at the Event date: prompt.

3. Press **SHIFT-TAB** to move the cursor back to the Event date: prompt, and type a date approximately one month from today using the format **mm/dd/yyyy**.
4. At the Start time: prompt, type **0800**, the time the concert begins.
5. Move the cursor to the **AM/PM** buttons and use **→** or **←** to underline the **PM** button. Then, press the space bar.

6. At the End time: prompt, type **1100**, and then choose the **PM** button.

This prompt is optional. Pressing **TAB** lets you bypass the prompt.

7. At the Description: prompt, type **concert**.
8. Press **ENTER**.

The monthly calendar reappears, and a bar graph appears on the day of the event to indicate that you have something scheduled. You can view this event by highlighting the date and pressing **ENTER**.

With the deed complete, you leave the office and head for home, confident that DeskMate's Calendar won't let you forget the special event.

Two weeks later, your son Tad calls from school. He couldn't wait to let you know that he made the Varsity basketball team! He tells you the date of his first big game, and when you hang up, smiling, you turn to your DeskMate Calendar. This is one date you don't want to forget...

Searching for a Date

1. To display your schedule for the date of Tad's basketball game, select **Find date** from the Search Menu on a monthly calendar.

TAB moves the cursor forward.
SHIFT-TAB moves the cursor backward.

mm = month, **dd** = day, and **yyyy** = year. For example, August 4, 1989 is typed as **08/04/1989**.

You can quickly access the different calendars without using the Display Menu. Refer to the Accelerator Key Functions box in this article for a list of keys.

2. Type the date of the game (which happens to be the same date you entered for the concert).
3. Press **ENTER**.
The monthly calendar for that date appears.
4. To display the daily calendar, press **CTRL-D**.

Whoops! The big basketball game is the same evening as the concert. Now what? You decide to be the "model parent" and go to your son's basketball game, so you offer the concert tickets to your boss.



When your boss, Ms. Snelling, consults her DeskMate Calendar, she discovers that the concert date is also her nearly forgotten wedding anniversary. The concert tickets will be the perfect gift for a perfect evening. She smiles at you with gratitude in her eyes, and you stroll back to your office, confident that you made the right decision.

Printing an Agenda

If you have a printer, you can easily print out an agenda to take with you to meetings or on trips. You can print yearly, monthly, or daily calendars.

Simply display the calendar format

you want to print (daily, monthly, or yearly), and select **Print** from the File Menu. A dialog box appears so that you can enter a range of dates.

A Calendar for All Seasons

From the **PERSONAL** calendar, you can add up to 19 additional calendars using the **New** option on the Calendars Menu. You might want to create different categories of calendars, for example, a calendar for business and one for personal events. Or, you might even have separate calendars for organizational commitments, such as the Arts Council, school board, and church activities. You should be able to cover all your activities in twenty calendars (including **PERSONAL**). If not, maybe it's time to slow down.

To access the calendars you create, first open the Calendar application; you automatically go to the **PERSONAL** calendar (or the last calendar you used). Then, use the **Open** option on the Calendars Menu to display the list of calendars you have created.

Highlight a calendar name, and press **ENTER** to open that calendar.

Now, take a few minutes to explore some of the other features in Calendar. You might start by adding a few annual occasions, such as anniversaries or birthdays.

When you're ready to exit Calendar and return to the desktop, select **Exit** from the File Menu (or press **ESC**). The desktop screen appears.

Before you print, be sure you have told DeskMate the type of printer you are using. For more information, refer to the "Accessories" article.

Annual occasions are saved by the Calendar application and will reappear year after year.

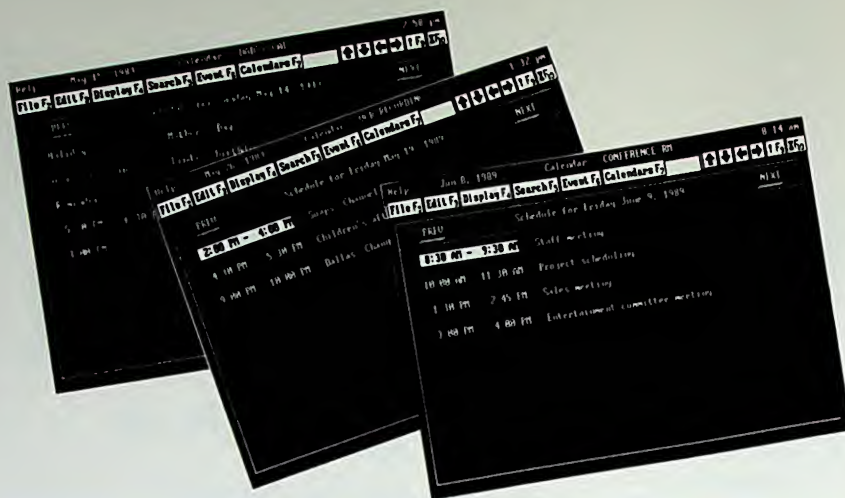
Accelerator Key Functions

CTRL-A	Add an event
CTRL-C	Change an event on a daily calendar
CTRL-R	Remove an event on a daily calendar
CTRL-INS	Copies a section of text
CTRL-D	Display a daily calendar
CTRL-M	Display a monthly calendar
CTRL-W	Display a weekly calendar
CTRL-Y	Display a yearly calendar
ENTER	On a weekly calendar, view the event indicated by the cursor. On a monthly calendar, view the daily calendar for the date indicated by the cursor
DEL	Clear highlighted text
SHIFT-DEL	Cut a highlighted section of text
SHIFT-INS	Paste the contents of the clipboard
ALT-N	Move the cursor to the next day, week, month, or year
ALT-P	Move the cursor to the previous day, week, month, or year
CTRL-HOME	Move the cursor to the beginning of a daily calendar
CTRL-END	Move the cursor to the end of a daily calendar

Practical Uses for Calendar

You can create up to 20 individual calendars.

Here are some examples of types of calendars you might use.



Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run**, and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt. Press **ENTER** to select **OK** and open the application.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, **Copy** on the **Edit Menu**).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Moving the Cursor

Using the Keyboard:

Daily calendar — Press **↑** or **↓** to move the cursor one event up or down on the list.

Weekly calendar — Press **↑** or **↓** to move the cursor to the previous or next day of the week. Press **←** or **→** to move the cursor backward or forward through the time slots (15 minutes).

To display time slots not currently on the screen, move the cursor to the farthest point on the grid in the direction you want to move, and press the appropriate arrow key.

Monthly calendar — Press **↑** or **↓** to move the cursor to the same day of the previous or next week. Press **←** or **→** to move the cursor backward or forward one day.

Yearly calendar — Press **↑** or **↓** to move the cursor three months backward or forward. Press **←** or **→** to move the cursor to the previous or next month.

Using a Mouse:

Position the cursor anywhere on a calendar by pointing to the desired location and clicking. You can also move the cursor by clicking on the arrow buttons on the menu bar.

To display time slots on the weekly calendar not currently on the screen, move the cursor to the farthest point on the grid in the direction you want to move, and click on the appropriate arrow buttons.

Desktop



The desktop is your “window” into DeskMate. You can organize your desktop so that the applications and accessories that you use are at your fingertips.

The desktop is DeskMate’s central screen. It organizes your applications and accessories so that you can easily see them and access them. From the desktop, you can also manage your files, directories, and disks. For example, you can

use the desktop’s menu options to copy, delete, and rename files; change, create, and delete directories; and format your disks.

When you first run DeskMate, your desktop looks similar to this:

Title bar — displays the current date and time. It also shows the application (or file) you are using.

Menu bar — indicates the menus that you can choose by pressing a function key (F2-F10). Each menu contains options for the specific directory you are using.

Application boxes — DeskMate’s main programs (applications). Some application boxes are also list boxes because they include a list of files you have created for that application. You can display application boxes on the desktop for any of the applications.

Programs list box — displays all applications on the current diskette or hard disk, regardless of whether they are currently displayed on the desktop in an application box.



Autoconfig box — a list box that automatically decides its name and contents based on the current directory or diskette.

Accessories — special DeskMate tools, some of which you can display on the screen for easy access.

Customizing Your Desktop

As you run DeskMate, you might find that you use some applications and accessories more than others. For convenience, you might want to display these applications and accessories on the desktop.

Displaying an Application Box

Before you can display an application box, you might have to make room for it on the desktop. Removing an application box for an application you seldom use does not erase it from the DeskMate program — you can choose to redisplay it later.

After you remove an application box from the desktop, it appears in the list box that is displayed when you choose the Display option from the Desktop Menu.

To remove an application box from the desktop:

1. Press **TAB** until you highlight the application box you want to remove.
2. Press **F7** to display the Desktop Menu.
3. Press **↓** until you highlight Remove.
4. Press **ENTER**.

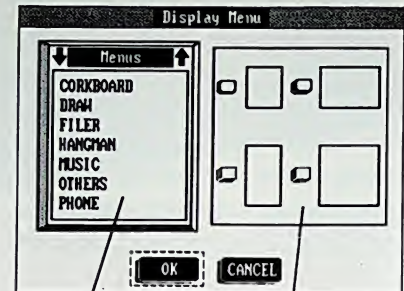
The list box you highlighted disappears from the desktop.

Now you have room to display another application box on the desktop.

To display a box on the desktop:

1. Press **F7** to display the Desktop Menu.
2. Press **↓** until you highlight Display, and press **ENTER**.

3. Use the arrow keys to highlight the name of the application you want to display.



Menus list box — lists the application boxes that you can display.

Box size options — let you select the size of your application box.

4. If you want to change the default box size, press **TAB** to move the cursor to the box size options, use the arrow keys to underline the desired button, and then press the space bar.

Each application has a default size, and for some, you cannot change this size.

5. Press **TAB** to move the cursor to the **OK** button, and press the space bar.

After entering the required information, you can choose **OK**, without moving the cursor to the **OK** button, by simply pressing **ENTER**. If you want to cancel the option and remove the dialog box from the screen, select the **CANCEL** button or simply press **ESC**.

The desktop returns and you see a dotted box that represents the new application box.

*If you have any questions, press **F1** to access DeskMate's extensive on-line help.*

6. Use the arrow keys to move the dotted box to where you want the box to appear on the desktop.
7. Press **ENTER** to make the box appear.

You can now select this application from the desktop by pressing **TAB** until you highlight the box and then pressing **ENTER**.

Managing Your Files

You can copy and delete your files or change DeskMate's current drive or directory (or change diskettes) so that you can access different files. You can even change the way you view your files.

Changing the Desktop View. DeskMate provides two methods for looking at the information on your disk drive(s). The first method is the Menus View, which is the screen you see the first time you start DeskMate. The Menus View shows applications and their associated files in application boxes (and application list boxes). The second method, the Tree View, shows the directories on the current drive in a tree configuration.

To change from the Menus View to the Tree View, simply select Tree from the View Menu.

To run DeskMate applications from the Tree View, select the application name from the directory list box, or select a data file that displays the application name in the Program column.

See the Using the Tree View box in this article for more information about files and directories.

Changing to a Different Drive or Directory. Using the Change option on the Directory Menu lets you access files you have created in various directories or on separate diskettes.

Formatting a Diskette. Before you can store data on a diskette, you must prepare it for the information by using the Format option on the Disk Menu.

Copying a Diskette. Use the Disk-copy option on the Disk Menu to make one or more copies of the information on a diskette.

Deleting a File. You can use the Delete option on the File Menu to delete duplicate or unwanted files from a disk to create additional storage space.

Before you attempt to delete a file, be sure that you are in the right directory. See "Changing to a Different Drive or Directory."

If the file that you want to delete appears in an application list box on the desktop, highlight that file. Then, select the Delete option on the File Menu and press **ENTER**.

A dialog box appears with the name of the file you highlighted. If you did not highlight a name (for example, if the file was not on the desktop), type the filename you want to delete. Press **ENTER** to delete the file.

Copying a File. You can use the Copy option on the File Menu to copy a file to any directory on any disk. If you want, you can also give the copy a new name.

If the file you want to copy appears in an application list box on the desktop, highlight that file. Then, select the Copy option from the File Menu. Type the name you want to give the copy (including the drive and directory if different from the current drive and directory) and press **ENTER** to copy the file.

Working with Files and Directories

A file is simply a division of a disk that contains specific information — perhaps an application program, a DeskMate accessory, information needed to "drive" a certain printer or monitor, just about anything. In DeskMate, the files you will be most aware of are those you create to store data such as letters, reports, and graphics.

A directory is a larger division of a disk that can contain files, other directories, or both. It is not necessary to create directories on a diskette-based system. Instead, you might choose to use a different diskette for each group of files you create. However, if you use a hard disk, you have much more disk space and will need to create directories to keep your files organized.

Sorting Your Filenames. You can reorder your filenames in the Tree View by selecting the desired sort function from the Sort by Menu.

Updating the Desktop Screen. You can use the File Menu's Update screen option to have DeskMate re-read the disk (diskette) files (for example, after you switch diskettes). If you are at the desktop, DeskMate updates the screen, showing the files on the current disk. If you are at the Tree screen,

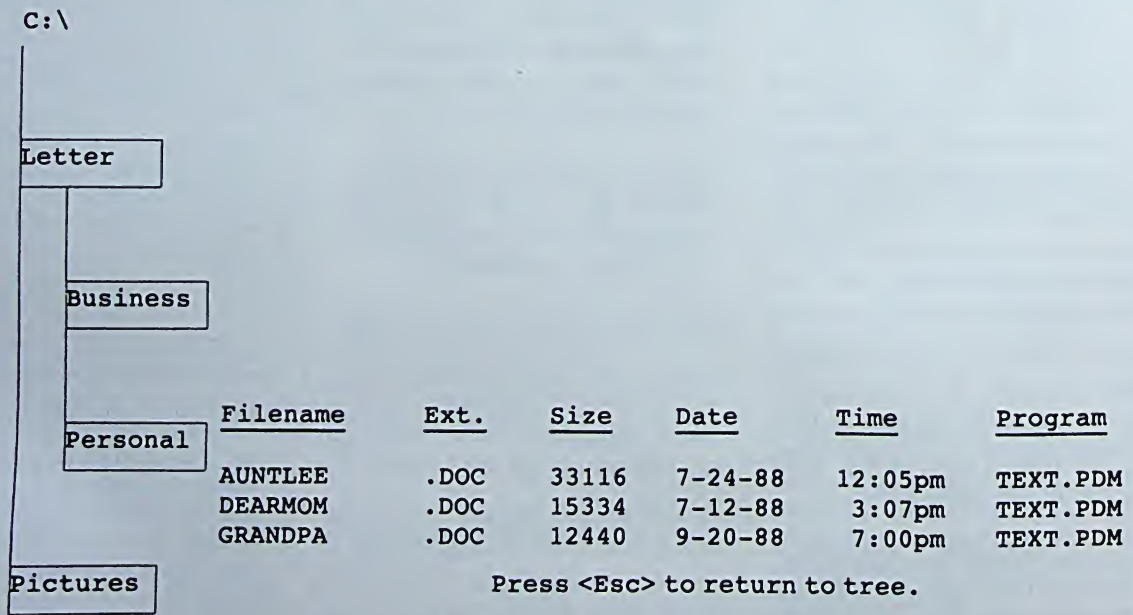
DeskMate redraws the tree, displaying the files on the current disk.

You now have a good idea of how to use the desktop to organize your files. Because the desktop is your "window" into DeskMate, it needs to be a reflection of the way you use DeskMate. Feel free to customize the desktop so that it meets your individual needs.

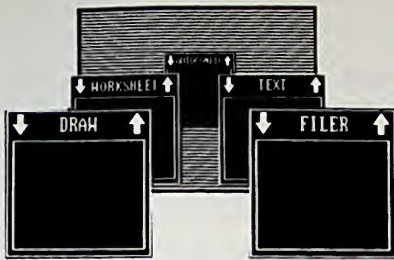
Using the Tree View

The desktop's Tree View provides a graphic representation of the current disk's contents, showing the relative locations of the various directories.

The following chart shows four directories: the directory Letter, its subdirectories Business and Personal, and the directory Pictures. (Letter is the *Parent directory* for the Business and Personal subdirectories. Also shown are files for the Personal subdirectory.)



Practical Uses for the Desktop



Using the Autoconfig List Box

The Autoconfig list box appears as the *center* box on the lower section of your desktop. Its title and contents change depending on the current directory or diskette you are using.

Using Autoconfig on a Hard Disk Computer

If you store lots of files for a specific application, you might want to create a special directory within DeskMate for that application. Using the Createauto option lets you store the application and its files in the Autoconfig list box.

1. Create a new directory.
2. Change to that directory.
3. Use the Desktop Menu's Createauto option to assign an application to the directory's Autoconfig box.

When you change to the new directory, the application and its files appear in the Autoconfig box. You can then access the application, and any files you create will be stored in this directory.

Using Autoconfig on a Diskette-Based Computer

If you use diskettes to run DeskMate, you might have too many files for a specific application to store on your DeskMate diskette. You can, however, create a special diskette to store one specific application and its files. The application and files will then appear in the Autoconfig box when you insert the diskette.

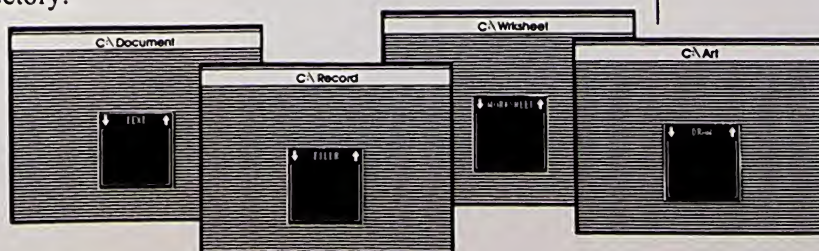
To create a special diskette for an application:

1. Copy the application (*application.pdm*) to a formatted diskette.
2. Be sure that the designated drive contains the diskette.
3. Use the Createauto option on the Desktop Menu to assign the application to the Autoconfig box.

When you insert the diskette and update the screen, that application and its files appear in the Autoconfig list box. Any files you create for that application will be stored on this diskette.

Using Autoconfig with DeskMate-Compatible Programs

Tandy and other companies have programs especially written to run with DeskMate. Most of these programs will automatically appear in the Autoconfig box when you insert the program diskette and update the screen (CTRL-U).



Installing Other Software Packages

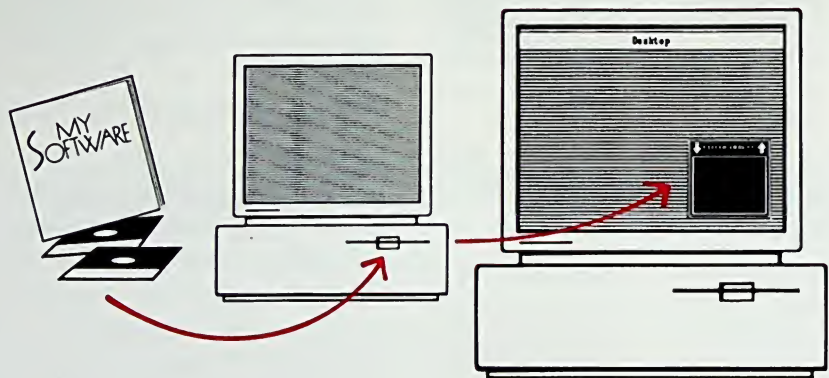
Many companies are now writing programs that use the DeskMate interface. These programs will always display one of the DeskMate User Interface logos on the outside of the package. These program packages have special files that make installing them easy.



The installation process is automatic. Just use the Install option on the Desktop Menu, and follow the instructions from there.

Once the software package is installed, you can run it as you would any DeskMate application.

See the manual that comes with your new software program for specific information.



Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run**, and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt and, if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to select **OK** and open the application or file.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor. **DELETE** deletes the character to the right of the cursor.

Draw

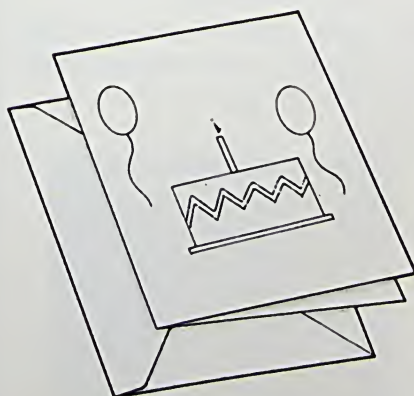
Never worry that you can't draw a straight line again. Using DeskMate's Draw you can create pictures and designs by simply selecting a shape, changing a color, or altering a design. You can add text and alter the size of your drawing, too.

The Draw application gives you the capability to design and store colorful, artistic creations using drawing *tools* such as squares, circles, lines, and free-hand styles. Draw also features different styles of text and clip art — predrawn artwork that you can move and adjust just like any other design.

The Birthday Card

Uncle Wilbur is 83 years old. He's had just about every kind of greeting card ever thought of — gag cards, serious cards, jumbo cards, and even electronic jingle cards. The one kind of card he's never had, though, is a computer-generated birthday card.

Let's make the following greeting card for Uncle Wilbur so that you can see how much fun computer art can be!



Follow the directions in the article, but please feel free to experiment with the tools and patterns. You don't need to be an artist to render this greeting card, or any other graphics — your creativity is what makes Draw work. Just remember to use the Save option on the File Menu often. This ensures that additions and changes to your drawings will be stored on disk for future reference.

Using Draw

You can access Draw from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

When you open Draw, an empty *canvas* appears. A cursor appears in the top, left corner of the canvas. To the left of the canvas are your drawing tools. You select one tool at a time to use on the canvas.



Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the new diskette and press ENTER.

Your Drawing Tools

Select

Lets you select an area of your picture to move, copy, rotate, flip, or delete.



Line

Draws a line between two points.



Rectangle

Creates a box-shaped object.



Circle

Draws circular objects.



Text

Lets you insert letters, words, and/or numbers on your drawing.



Free-hand brush

Lets you "paint" with different brush types.



Free-hand fill brush

Fills an object you draw to its outer boundaries with a prescribed pattern.



Arc

Draws an arc.



Polyline

Draws an object of continuous connecting lines.



Polygon

Draws an object of multiple joining lines, then fills the object.



If you need assistance while working with this application, press F1 to access DeskMate's on-line help. A tutorial on Draw is also available.

Refer to the Techniques Box in this article for information on selecting a drawing tool.

Drawing the Card

First, the Cake:

1. Select the rectangle tool.
2. Move to the canvas and position the cursor to draw the upper, left corner of the cake.
3. Stretch the rectangle by pulling it down and to the right.



Now, the Candle:

Using the same tool and same technique, draw a candle on the cake.



For the Plate:

Using the same tool and technique, draw the plate under the cake.



You've got to have Balloons:

1. Select the circle tool.
2. Move to the canvas and indicate the center of the circle.
3. Stretch the circle to the desired size.



Let's Paint and Decorate:

1. Select the polyline tool.
2. Select the Brush option from the Options Menu.
3. Adjust the brush setting to draw thin lines. We chose the brush setting in the top, left corner.
4. Continue to decorate the cake by drawing continuous connecting lines.
5. Using the same tool and the same technique, "tie" strings onto the balloons.
6. Again, using the same tool and technique, add a "flame" to the birthday candle.



Writing the Card's Message

Flipping the Picture

Because you plan to fold the printed page into a card, the cover should be upside down.

1. Select **Select all** from the **Edit** Menu.

Your entire picture is highlighted.

2. Select **Flip vertical** from the **Actions** Menu.

You see your picture upside down.



Entering the Text

1. Select **Text** from the **Options** Menu so that you can select a typeface and alignment.
2. Choose the **roman**, **medium**, and **center** buttons. Then, press **ENTER**.

The canvas appears.

3. Select the **Text** tool.
4. Move the cursor to the lower right quarter of the canvas. (Use the **Zoom** Menu if it helps you work with the card more easily.)

The **Zoom** Menu contains options that allow you to "back away" so that you can get a view of your whole canvas. Use this menu to also increase the focus area (zoom in) on the canvas.

5. Type **Happy**, and then press **ENTER**.
6. Type **Birthday**, and then press **ENTER**.
7. Type **Uncle Wilbur**, and then press **ENTER**.



Use the **Select** tool to position each row of type exactly where you want it to appear on the canvas.

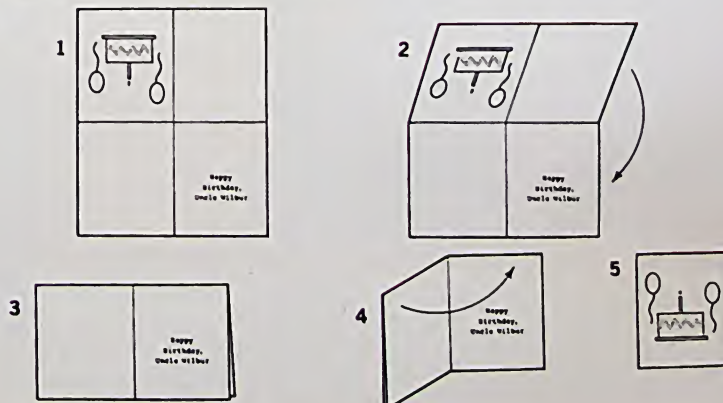
Printing the Card

Using a dot matrix or laser printer, you can print Uncle Wilbur's card.

1. Select **Print** from the **File** Menu.
- A dialog box appears.
2. At the **Print to:** prompt, choose the **Printer** button.
3. Press **ENTER** to select **OK**.

Folding the Card

After you print the card, fold it like this:



Your card is now finished. You can make all kinds of drawings once you learn how to use all the tools. Refer to "Practical Uses for Draw" at the end of this article for additional ideas for artistic designs you can create.

*Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer manual.) Also, be sure you have used the **Printer** option to tell DeskMate the type of printer you are using. See the "Accessories" article for instructions on using the **Printer** option.*

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run**, and press **ENTER**.

A dialog box appears and you can type the application name at the **Program:** prompt, and if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to select **OK** and open the application or file.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, **Copy** on the **Edit** Menu).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

Correcting Typing Errors

BACKSPACE deletes the character immediately to the left of the cursor.

DELETE deletes the character to the right of the cursor.

Using Dialog Boxes (Keyboard)

1. Press **TAB** to move to the section of the dialog box where you want to make a change.
2. Type new information in the blanks.
3. Use the arrow keys to move the cursor within a group of buttons or check boxes. When the cursor is resting on your choice, press the space bar.
4. When everything in the dialog box is the way you want it, select the **OK** button, or press **ENTER** to complete the dialog box, and begin the operation.

or

Select the **CANCEL** button or press **ESC** to cancel the dialog box and exit without making any changes.

Customizing the Drawing Tools

Use the **Options** Menu to customize your drawing tools and select fill colors and patterns. Then, choose a tool.

Using the Drawing Tools (Keyboard)

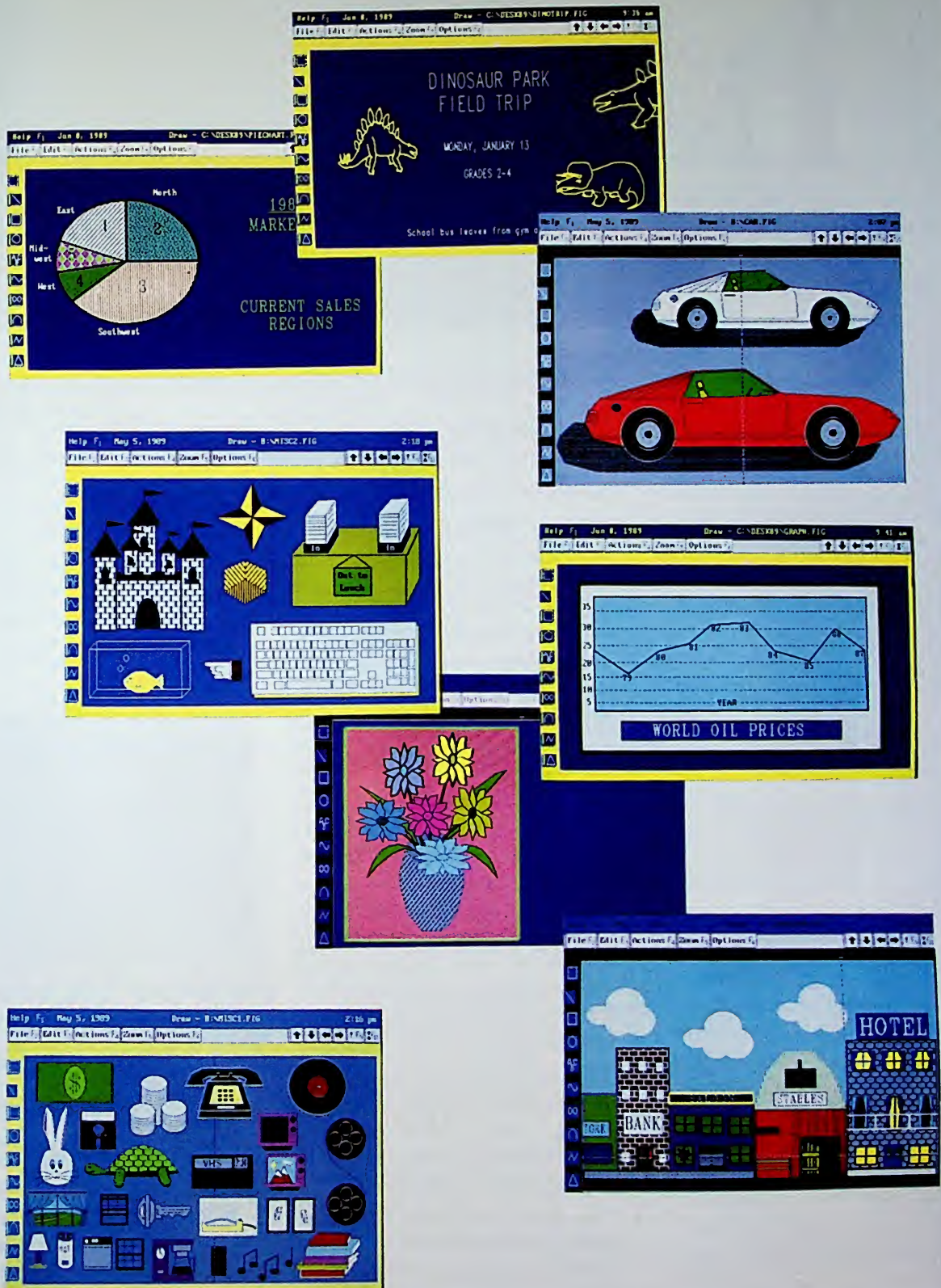
Be sure to select **None** for the **Mouse** option in the **Setup** accessory. (Refer to "Want to Try a Mouse" for additional information.)

- Use the arrow keys to move between tools and the space bar to select a tool. On the canvas, use the arrow keys to move.
- Move between the tools and the canvas by pressing **TAB**.
- To draw, position the marker where you want, and then press the space bar. Use arrow keys to draw the element. Then, press the space bar again to finish the element.

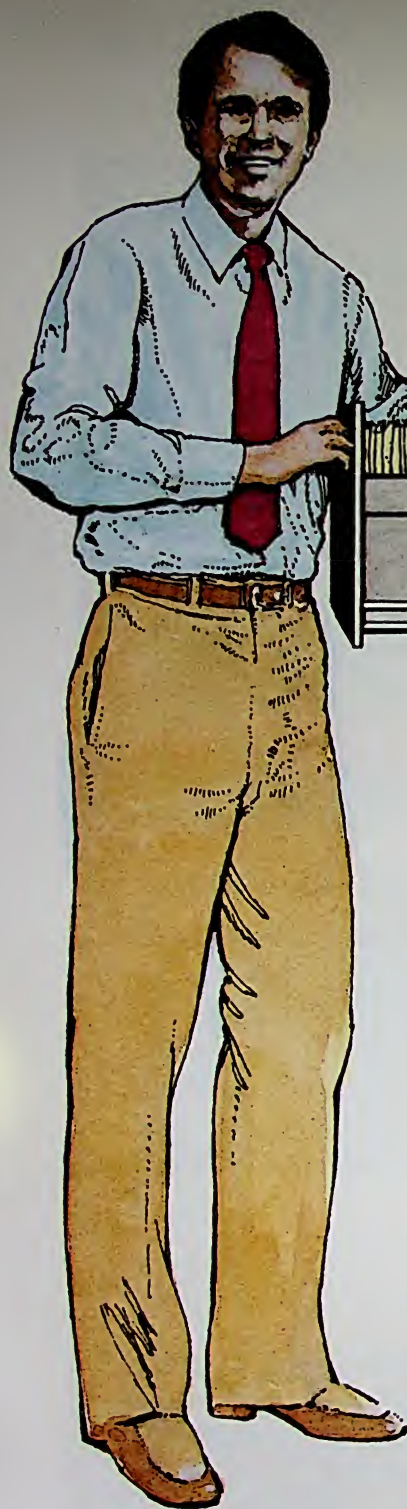
Using the Drawing Tools (Mouse)

- Point and click to choose a tool.
- To draw, position the marker and hold down the button. Drag the marker to draw the element. Then, release the button to finish the element.

Practical Uses for Draw



Filer



From attendance records to zucchini recipes, from auto maintenance costs to family medical expenses, you can keep track of all kinds of information when you get organized with DeskMate's Filer.

The Filer application is an all-purpose tool for storing and retrieving information. With it, you can quickly locate and update practically any kind of information you can imagine.

Filer is very easy to use. You simply open a Filer *file* and then add *records* which you can think of as electronic "index cards." Each time you add a record, Filer stores it in the file automatically. Filer sorts entries from oldest to newest. Therefore, each time you add or change a record, that record is stored at the end of the file. You can use the Records Menu's Sort option to change the order in which your records will appear when they are displayed or printed.

This article uses the sample file, *invntory.fil*, to quickly guide you through Filer's basic operation. Then, the article explains how to create your own Filer files.

You can access Filer from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

Using the Sample File

The sample file, *invntory.fil*, helps you maintain a home inventory for insurance purposes. When you open the file, you see its first record.



The *invntory.fil* file contains three records. To view the next record, press **CTRL-N**.

-
- CTRL-F** Displays the first record
 - CTRL-N** Displays the next record
 - CTRL-P** Displays the previous record
 - CTRL-L** Displays the last record
-

Now, add a new record to the file:

1. Select Add from the Records Menu. A new, blank record appears.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the new diskette and press ENTER.

If you need assistance while working with this application, press F1 to access DeskMate's on-line help. A tutorial on Filer is also available.

You can press **CTRL-A** to quickly select the Add option.

2. Type **Robot** for the first field.

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

3. Move to the next field by pressing **TAB**.

TAB moves the highlight forward.
SHIFT-TAB moves the highlight backward.

Arrow keys move the cursor in the indicated direction.

Finish entering the information as displayed in the following sample record.

ROBOT

Russell the Robot 1579.95 01/13/89

Turn Russell on and its like having your own live-in Butler. He cooks, cleans, folds up the clothes, and even loads the dishwasher. Dismiss the tutor because Russell will help the kids with their homework. You can forget using your remote controls because this robot turns on the TV, programs the VCR, and even opens the garage door. Fido the dog loves Russell, too, because they walk each other around the block every morning.

Deleting Information

You can use the Edit Menu's Clear option to delete information from a field. If you'd like to use *inventory.fil* for your own belongings, you'll want to delete the sample records. To delete a record:

1. Display the record you want to delete.
2. Select **Delete** from the Records Menu.
3. At the **Delete record?** prompt, press **ENTER**.

Creating Your Own Files

You can use your *inventory.fil* layout to create files of other information you want to store. For example, you can keep a file of medical expenses in addition to your home inventory file. To create an additional file, simply copy *inventory.fil*'s layout:

1. Open *inventory.fil*.
2. Select **Copy layouts** from the File Menu.

The screen displays the copy to: prompt.

3. Type a filename of eight or fewer characters for the new file. For example, type **rxcosts** to create *rxcosts.fil*.
4. Press **ENTER**.

Filer creates the new file, but *inventory.fil* is still displayed on the screen.

5. Select the File Menu's **Open** option to open the new file so that you can use it.

Printing Your Records

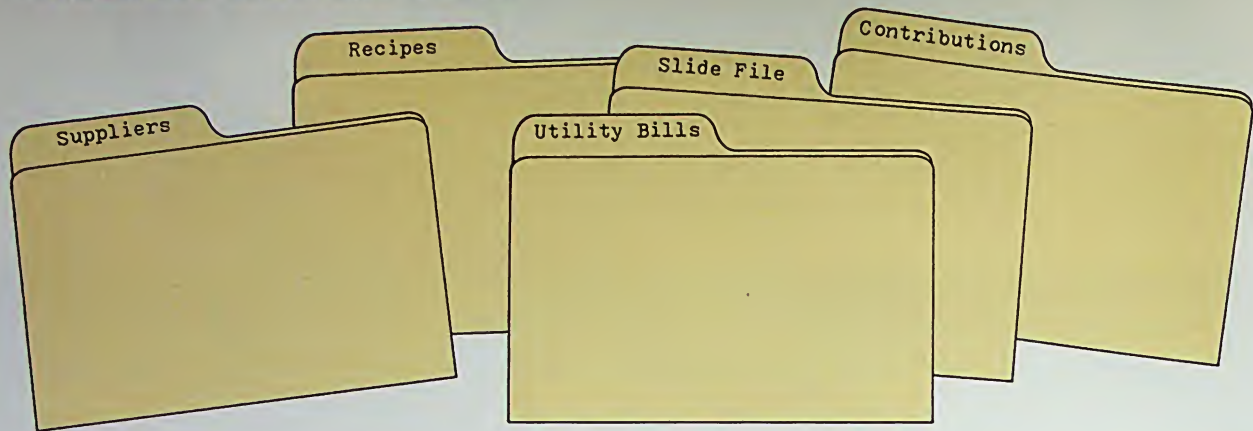
After you add records to your file, you can use the Print record option on the File Menu to make a *hard copy* on paper of either the record currently displayed or all the records in the file. You can also print a report about your records, using the Print report option. Filer's Print option is so flexible—you can decide how you want to sort the report, and then simply print it.

Tips for Further Organizing

Now that you have a sampling of Filer's capabilities, you might want to explore some of its other possibilities. You can:

- Alphabetize (sort) records by field.
- Find a group of records that meet specific criteria you set (for example, all inventory items valued at more than \$200).
- Get a count of the records in your file.
- Use the Form Setup application to design your own record layouts. (Refer to the "Form Setup" article for more information.)

Practical Uses for Filer



Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.
or
- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run and press **ENTER**.
A dialog box appears and you can type the application name at the Program: prompt. Press **ENTER** to select OK and open the application.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects OK.
- **ESC** automatically selects CANCEL.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

Moving Through Fields in a Filer Record

TAB moves the highlight forward.
SHIFT-TAB moves the highlight backward.
Arrow keys move the cursor in the indicated direction.

Displaying a Record

- | | |
|---------------|------------------------------|
| CTRL-F | Displays the first record |
| CTRL-N | Displays the next record |
| CTRL-P | Displays the previous record |
| CTRL-L | Displays the last record |

Highlighting Text in a Record

1. Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
2. Press **SHIFT** and the appropriate arrow key(s) to highlight the text.

Highlighting Multiple/Consecutive Records

Consecutive records:

- Press **SHIFT-↓**.

Non-consecutive records:

1. Highlight the first record.
2. Press **CTRL-↓** to move down the list box.
3. Press **CTRL** and the space bar on each record you want to highlight.

Deleting Information

1. Highlight the information you want to delete.
2. Select Clear from the Edit Menu (or press **DELETE**).

Wildcard Characters

Use the Records Menu's Find option to search for a particular group of records. You can include *wildcard* characters (***** and **?**) in your search value. A wildcard broadens the search because it symbolizes an open space that can be filled by any character.

The **?** wildcard tells Filer that you don't care what the character at the **?** position is. For example, typing **o'Ne?l** finds both *O'Neal* and *O'Neil*.

The ***** wildcard tells Filer that any character at the ***** position and all subsequent characters can be considered a match. For example, typing **o'N*** finds all words that begin with *O'N*.

Form Setup

Question: What do you get when you cross a Filer application with Form Setup?

Answer: A Flexible Filer!

A very flexible Filer, in fact, because with Form Setup you create the files yourself, from "scratch." This means that you control every aspect of your file layouts. To begin with, you control the size and location of the information fields. (Notice how you can keep track of something as detailed as baseball statistics!)

The screenshot shows a window titled 'Filer - A:\BATSTATS.FIL' with a menu bar (Help, File, Edit, Records) and a status bar (12:28 pm). The main form is titled 'BATTING STATISTICS - 1988 SEASON'. It contains several input fields: 'BATTER' (Smith, C.), 'Position' (lf), 'Opposing Team' (Scorpions), and 'Date' (07/12/88). There are also checkboxes for 'At Bats' (3), 'Hits' (2), 'RBIs' (1), and 'Runs' (1). A 'Positions' list on the right defines abbreviations: p = pitcher, c = catcher, 1 = 1st base, 2 = 2nd base, 3 = 3rd base, ss = shortstop, lf = left field, cf = center field, rf = right field, ph = pinch hitter, dh = designated hitter. Navigation buttons (First, Next, Prev, Last) are at the bottom.

But, there's even more. For example, you can assign field labels to later remind you which information item to enter in each field. You can even include graphics from the Draw application in your layouts!

To see the relationship between Filer and Form Setup, open a file (such as inventory.fil) in Filer. Display any record. Then, switch to Form Setup by selecting Form setup from the File Menu (F2).

Notice that the Form Setup menus replace the Filer menus. You are still in the file, but now you are looking at its *record layout*.

The screenshot shows a window titled 'Form Setup - C:\DESK9\INVENTORY.FIL' with a menu bar (Help, File, Edit, Record, Report, Field, Text) and a status bar (12:45 pm). The main area displays a grid-based record layout for a file named 'INVENTORY.FIL'. The grid is composed of many small rectangular cells, some of which are highlighted or grouped, representing the structure of the data record.

Creating a New File

Still in Form Setup, select New from the File Menu to create a new file. When prompted, specify a filename for the new file (such as Medical for medical.fil). Then, press ENTER. The application opens the file and displays the cursor on

If you have a question, be sure to refer to DeskMate's on-line help (F1).

an otherwise empty work area. This is where you will create the file's record layout.

For example, if you wanted your file's records to look like this:

The screenshot shows a form titled "FAMILY MEDICAL EXPENSES". At the top, there is a menu bar with "File F", "Edit E", "Records R", and "1 F 1 F 10". Below the menu bar, the form has several input fields: "PATIENT" (a long text field), "Illness" (a text field), "Dr." (a text field), "Date" (a date field), "Date Insurance Filed" (a date field), "Exam" (a text field with a dollar sign), "Lab Work" (a text field with a dollar sign), "Medicines" (a text field with a dollar sign), "Total Charges" (a text field with a dollar sign), and "Amount Covered" (a text field with a dollar sign). At the bottom, there are four buttons: "Print", "Next", "Previous", and "Quit".

You would create this record layout:

The screenshot shows a form titled "FAMILY MEDICAL EXPENSES". At the top, there is a menu bar with "File F", "Edit E", "Record R", "Report F", "Field F", and "Text F", and a status bar with "1 F 1 F 10". Below the menu bar, the form has several input fields: "PATIENT" (a long text field), "Illness" (a text field), "Dr." (a text field), "Date" (a date field), "Date Insurance Filed" (a date field), "Exam" (a text field with a dollar sign), "Lab Work" (a text field with a dollar sign), "Medicines" (a text field with a dollar sign), "Total Charges" (a text field with a dollar sign), and "Amount Covered" (a text field with a dollar sign). The data entry fields are represented by grids of small squares, indicating a fixed-width layout.

The Record Menu's Define option, which lets you create the record layout, is already selected. All you have to do is begin adding fields.

You might want to create medical.fil by following these steps:

1. Use the arrow keys to position the cursor where you want the first field (not the field label) to appear. Then, select the Add option from the Field Menu.

The field's first *character slot* appears on the screen.

Exact positioning of the fields is not important. You can highlight them and move them around.

2. Add character slots until the field is the desired size.

Here's how: Press → as needed and then press ENTER.

Moving the cursor down and up adds and deletes whole rows of character slots. Moving the cursor right and left adds and deletes whole columns. Every tenth slot is shaded to aid you in counting.

3. A dialog box appears so that you can specify the field *attributes*. For example, for the first field, specify the attributes shown here. Then, press ENTER.

The screenshot shows a dialog box titled "Data Field Definition". It has four fields: "Name:" (a text field with "PATIENT" entered), "Outlined:" (a checkbox with "yes" selected and "no" unselected), "Data type:" (a checkbox with "text" selected and "number" unselected), and "Label:" (a checkbox with "left" selected and "top" and "hidden" unselected). At the bottom, there are two buttons: "OK" and "CANCEL".

4. Repeat Steps 1-3 to add each of the remaining fields. Follow these guidelines:

- Select **number** as the data type for fields in which you will enter dollar amounts. Select **text** as the data type for all other fields.
- Select **yes** or **no** for outlining.

5. Insert the dollar sign (\$) and decimal point (.) *format characters* in the amount fields.

Here's how: Highlight the field, and then select **Format** from the Field Menu. Then, type the format characters in the appropriate slots and press **ENTER**.

Format characters are optional. However, you must include a decimal point in any numeric field in which you plan to enter decimal characters. Otherwise, Filer lets you enter only whole numbers.

6. Add the *cosmetic text* (FAMILY MEDICAL EXPENSES).

Here's how: Move the cursor to where you want the text to begin. Then, type the text and press **ENTER**.

When typing information in the numeric fields, the decimal point is automatically inserted.

To erase or move a field or a block of cosmetic type, highlight the item. Then, use the appropriate Edit Menu option(s).

You can copy cosmetic text and graphics using the Cut and Paste options. However, you cannot copy a field because each field can appear only once on a layout.

Once you finish creating a record layout in Form Setup, you can immediately return to Filer to begin adding records. To do so, select **Filer** from the File Menu.

Tips and Techniques for Creating File Layouts

- You can save time by designing layouts on paper before creating them in Form Setup. Be sure to leave enough room for field labels and outlining, if desired.
- In addition to deleting and moving a field, you can change its size and attributes (using the Field Menu's **Size** and **Change** options). Be careful, though, when performing any of these operations.
- When designing your fields, take into account the kind of information you might want to obtain from a report about the file.

If you delete a field in which you have already entered information in Filer, the information is lost.

For example, suppose you wanted medical.fil's report to list a specific patient's total charges per visit, followed by that person's total charges for the year. The record layout would have to include Patient and Total Charges fields. In addition, you would need to use Filer's sort option to limit the report to the one patient.

- The following screen shows

how you can have some extra fun — and improve the appearance of your layouts at the same time — try including some graphics from Draw! (To print graphics, you need either a dot matrix printer or a laser printer.)

Use the Edit Menu's copy and paste options to transfer borders, special type, and pictures from Draw to your layouts.

You can include horizontal lines in each field. (Refer back to the example of the record layout for Family Medical Expenses.) These lines are cosmetic text blocks. You create them by repeatedly pressing SHIFT-hyphen.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press TAB to highlight the application, and then press ENTER.
- or
- If the application is not on the desktop, press F2 to pull down the File Menu. Then, press ↓ until you highlight Run and press ENTER.

A dialog box appears, and you can type the application name at the Program: prompt, and if you wish, the name of the file you want to open at the Data file: prompt. Press ENTER to select OK and open the application or file.

Selecting Menu Options

1. Press a function key (F2-F10).
2. Press ↓ to highlight the desired option.
3. Press ENTER.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy on the Edit Menu).

Moving Around a Dialog Box

- TAB moves the cursor to the next field. (SHIFT-TAB moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- ENTER automatically selects OK.
- ESC automatically selects CANCEL.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor. DELETE deletes the character to the right of the cursor.

If you make a mistake when specifying a field's attributes, you can select CANCEL to begin again.

Highlighting Fields

Use the arrow keys to position the cursor anywhere on a field, and then press the space bar.

Determining the Data Type

- Use numeric fields for information you might perform calculations on. Numeric fields let you enter only the characters 0-9 and + or -.
- Use text fields for all other information — including dates.

Hangman



*Need a break from work?
Here's a chance to have
fun and improve your
vocabulary, too.*

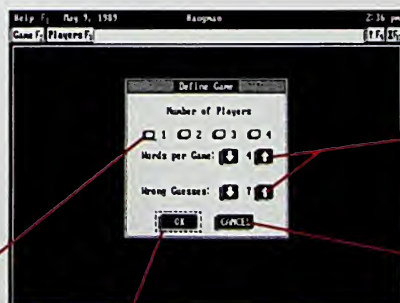
Hangman is a word game that has remained popular for years with young and old alike. With this computerized version of Hangman, you'll enjoy a diversion from work and chores — and maybe add some words to your vocabulary in the process!

You can access Hangman from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

Move the cursor to the appropriate button, and then press the space bar to choose the button.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the new diskette and press ENTER.

When you select Hangman, here's what you see:



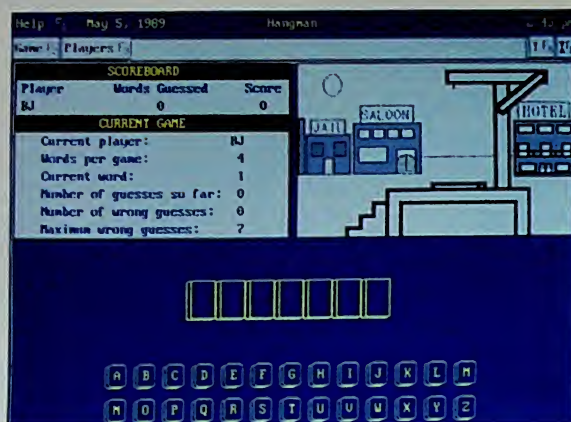
Move the cursor to the appropriate arrow and then press the space bar to increase or decrease the number.

Press ESC to select CANCEL.

Move the cursor to the OK button, and press ENTER.

Another dialog box appears so that you can type the names of the players. When you're finished, select ok. The Hangman screen appears.

If you need assistance in setting up or playing the game, press F1 to access the on-line help.



If you are using a mouse, you can point to a letter and click.

If you try to exit during the middle of a game, you are asked if you want to save the game. If you choose YES, the next time you select Hangman the program asks if you want to continue the saved game.

Now you're ready to play!

The player whose name appears in the Current Game box goes first.

Type the letter you want to guess.

If the letter you choose is one of the letters in the word, it appears in the appropriate box(es) and is no longer available for this game.

If the letter you choose is not in the word, part of the hangman drawing appears, and you are one step closer to being hanged!

Keep guessing letters until you guess the word (YOU'VE BEEN PARADONED) or until the drawing is complete (YOU'VE BEEN HANGED).

The winner is the player who guesses the most words without getting hanged.

A quick glance at the Scoreboard will tell you everything you need to know about the score and who's next.

If at any time you want to change the game or the players, use the appropriate option on the Players Menu.

After each game, you'll be asked if you want to play another game. Simply select YES or NO.

When you are finished, press ESC (or select Exit from the Game Menu) to return to the desktop.

Good luck and have fun!

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press TAB to highlight the application, and then press ENTER.

or

- If the application is not on the desktop, press F2 to pull down the File Menu. Then, press ↓ until you highlight Run, and press ENTER.

A dialog box appears, and you can type the application name at the Program: prompt. Press ENTER to select OK and open the application.

Selecting Menu Options

1. Press a function key (F2-F10).
2. Press ↓ to highlight the desired option.
3. Press ENTER.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Moving Around a Dialog Box

- TAB moves the cursor to the next field. (SHIFT-TAB moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- ENTER automatically selects OK.
- ESC automatically selects CANCEL.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the character to the right of the cursor.

PC-Link®

The Online Information Service for PC Owners

PC-Link takes you beyond the desktop into an exciting world of information, computing support, entertainment, and other PC owners like you!

What is an online service?

When you use an online service, you communicate through your computer, over telephone lines, to an outside world of other PC owners. You can access all types of useful information — news, stock quotes, airline reservations, and an up-to-date encyclopedia are just a few.

Sound Exciting?

We think so! That's why we've placed PC-Link on your DeskMate desktop, so that all DeskMate users can use it. **And that's why we've made PC-Link...**

- **Easy to use:** PC-Link is as easy to use as everything else on your DeskMate desktop.
- **Inexpensive:** You can use the useful and exciting services of PC-Link — all you want — for only \$9.95* a month! Premium services, called PC-Link Plus, cost only 10 cents* a minute.

For only \$9.95* a month:

- Make travel arrangements using American Airlines EAASY SABRE travel service
- Check stock quotes

**Rates are higher during business hours and outside the continental United States.*

- Look up facts in an online, up-to-date encyclopedia
- Check reviews of the latest DOS-compatible software
- Stay informed with today's hot news
- Have fun with reviews of movies, TV shows, and more

Try the Premium Services of PC-Link Plus

PC-Link provides a premium service, PC-Link Plus, that is available only to PC-Link members. PC-Link Plus offers you some premium services for an additional fee of 10 cents* per minute. For example, you can:

- Download from a large library of public domain and shareware software programs
- Attend live conferences with experts on subjects that interest you

All of this is possible with an inexpensive, easy-to-use device called a modem. The modem connects your computer to your telephone line and allows you to "call" PC-Link. You can buy a modem at almost any computer store.

Take a FREE Tour of PC-Link Find out what PC-Link can do for you. No modem is necessary for this special "sneak peek." Simply select PC-LINK from your DeskMate desktop, and when the Welcome to PC-Link screen appears, select the Run Demo button and press ENTER.

Welcome to PC-Link

PC-Link

Tandy Headquarters
Software Buyer's Guide
NewsLink
Dollars & Cents
Reference Desk
Entertainment Guide
Home Shopping
Customer Service

PC-Link Plus

People Connection
Software & Computing
Games & Entertainment
Lifestyles & Hobbies
News/Sports/Money
Learning Center

Need help? Call us!
If you have questions about connecting to PC-Link or if you cannot find your Registration Certificate, please call us at 1-800-458-8532.

Refer to your modem and computer manuals for instructions on setting up your equipment.

- Learn tips and hints on using software programs directly from the publishers
- Meet other PC owners from around the country

Try PC-Link and PC-Link Plus — FREE*

We're so sure that you're going to like PC-Link that your first month of membership is FREE (a \$9.95* value). That means you have one month of unlimited time to experiment and explore the world of PC-Link — at no cost to you.

In addition, we'll give you two FREE (non-prime time) hours to get acquainted with the premium PC-Link Plus services (a \$12.00* value).

Sign On Tonight — Here's How

Get ready . . .

To sign on, you need a Tandy or Hayes-compatible modem, your working home telephone line, a VISA, MasterCard, or personal checking account number, your PC-Link Registration Certificate (located with your DeskMate materials), and a working copy of your PC-Link disk.

Get Set . . .

Open PC-Link by pressing **TAB** until you highlight **PC-LINK**, and then press **ENTER**. You are given a choice of viewing the demo or registering.

To begin the registration process, select **Register**.

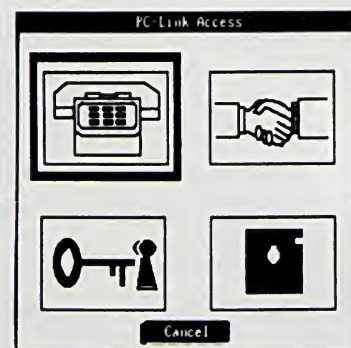
You'll see a screen describing the five steps required to sign onto

PC-Link. Press **ENTER** to proceed to the first step of the process.

1. When the Telephone Setup screen appears, verify your telephone setup. If it matches the default shown on the screen, select **OK**. (If your setup is different or you're not sure, select **Other Options**.)
2. The software automatically determines specific modem information needed for the connection process.

If PC-Link cannot determine the modem information it needs, you automatically go to DeskMate's Setup accessory so that you can enter your modem information. See the "Accessories" article for more information.

3. A screen appears reminding you of the items you need for connection. Press **ENTER**, and the connection procedure begins. Follow its progress on the screen.



When prompted, enter your area code and home telephone number, using the format shown on the screen. Then, press **ENTER** to select **OK**.

A list appears, showing local access numbers for your area code.

***Rates are higher during business hours and outside the continental United States.**

4. Press ↓ or ↑ until you highlight the number for your city (or the closest city to you). (Your modem will dial the number you select each time you access the PC-Link service.)

Then, press ENTER.

If possible, select an access number that is a local call from your telephone. If you're not sure whether the number is a local call, check with your telephone company.

When the Access number-Second Choice screen appears, repeat the instructions in Step 4 to choose a second local access number. (Your modem will dial this number if the first access number is busy or unavailable.)

If you can't find a suitable second choice number, you can use your first choice again. Press TAB to underline Same As First Choice, and press ENTER.

After you choose both access numbers, PC-Link displays your choices.

If your telephone line requires additional characters to complete a dialing sequence, such as 1 or an area code, press TAB to underline Make Changes and press ENTER. You will then be able to add any characters. When the numbers are accurate, press TAB to underline OK and press ENTER to continue registration.

5. Press ENTER to confirm your access numbers. The software then dials the number you chose so that you can complete the registration process.

Go!

Because this is your first time to sign on, a registration form will appear on the screen. Have your PC-Link Registration Certificate handy. Enter your Registration Number and Password exactly as they appear on the certificate.

You will move through a series of screens that will ask you to enter your address and billing information.

Once you've completed the registration information, you're ready to explore PC-Link!

Let's Explore PC-Link

Signing onto PC-Link as a member is quick and easy. (Be sure your modem is turned on and ready to use.)

1. From the desktop, select PC-LINK.
2. Select your screen name from the Signon Menu. The screen shows you the progress of the connect procedure.

When the procedure is complete, a Welcome screen appears showing you a list of events. Press ESC to display the Main Menu.

From the Main Menu screen, you can select either PC-Link or PC-Link Plus. For now, press F3 to open the PC-Link Menu, press ↓ until you highlight Customer Service, and then press ENTER.

As a PC-Link member, you'll receive a free subscription to PC-Link Update, your program guide to all the exciting events on line.

More Questions About PC-Link?
If you have more questions about PC-Link, use the PC-Link Hotline area in the Customer Service department. You'll get a prompt and helpful response within 48 hours.

When you select the Customer Service department, another menu appears with lots of options. Select Today's Best Bets to find out what's going on tonight on PC-Link.

When you finish browsing through the Customer Service department, select the PC-Link Road Map option from the Go To Menu. Then, you can select another department and continue exploring!

Remember, you have two free hours of PC-Link Plus time (during non-prime time), so select this service (departments marked with a cent sign on the Road Map) and discover what other areas there are to explore. Be sure to stop by People Connection, the "social center" of PC-Link Plus!

What does PC-Link cost to use?

As a PC-Link member, you have unlimited access to the services of PC-Link for your monthly membership fee of \$9.95 per month. In addition, you will be charged each month for your use of the premium service of PC-Link Plus (10 cents per minute). You will be charged a 15 cents per minute communications surcharge if you use PC-Link during business hours (prime time) and a 20 cents per minute surcharge for PC-Link access from Alaska and Hawaii. On-line charges per minute are:

	Continental U.S. & Puerto Rico	Alaska & Hawaii	Canada
PC-Link, Non-prime time	0	20¢	20¢
PC-Link, Prime time	15¢	35¢	20¢
PC-Link Plus, Non-prime time	10¢	30¢	30¢
PC-Link Plus, Prime time	25¢	45¢	30¢

Non-prime time extends from 6 p.m. to 6 a.m. (your local time) Monday through Friday and all day on weekends and the following holidays: New Year's Day, July 4, Labor Day, Thanksgiving, and Christmas. Prime time extends from 6 a.m. to 6 p.m. Monday through Friday. The prime time rate reflects the higher cost of communication during business hours.

Techniques Box

Selecting Menu Options

1. Press a function key (F2-F10).
2. Press ↓ to highlight the desired option.
3. Press ENTER.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, Copy, on the Edit Menu).

Moving Around a Dialog Box

- TAB moves the cursor to the next field. (SHIFT-TAB moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- ENTER automatically selects OK.
- ESC automatically selects CANCEL.

Telecom

Your computer can become a wonderful communications tool with Telecom. Using your telephone and a modem, you can communicate with an information service, send that special computer game to a friend, or just keep in contact.

Telecom makes communicating with another computer simple by enabling you to build and save an automatic log-on (*autolog*) "connection" file.

Before you use Telecom, be sure to enter the communications settings that DeskMate needs to connect you to another source. You enter these settings using the Setup option on the Accessories Menu (F10).

You can access Telecom from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

When setting up an autolog file, you must have specific information (such as word length, parity, and so on) about the *host* (the computer you want to communicate with). Be sure you have this information before setting up your file.

You will probably be using a modem with Telecom. It is possible, however, to use Telecom without a modem if you are directly connected to another computer.

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the new diskette and press ENTER.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press TAB to highlight the application, and then press ENTER.

or

- If the application is not on the desktop, press F2 to pull down the File Menu. Then, press ↓ until you highlight Run, and press ENTER.

A dialog box appears and you can type the application name at the **Program:** prompt and, if you wish, the name of the file you want to open at the **Data file:** prompt. Press ENTER to select OK and open the application or file.

Selecting Menu Options

1. Press a function key (F2-F10).
2. Press ↓ to highlight the desired option.
3. Press ENTER.

Note: Sometimes you must highlight information on the screen before you can use a specific option.

Moving Around a Dialog Box

- TAB moves the cursor to the next field. (SHIFT-TAB moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- ENTER automatically selects OK.
- ESC automatically selects CANCEL.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.



Here's a sample autolog file:

Help F1 May 12, 1989 Telecom - (Untitled) 2:28 pm

File F2 Commands F3 Buffer F4 Options F5

Commands	Parameters
Set	388. B. M. I. OM
Call	555-1212
Send	Break Sequence
Wait for	"login", 30 seconds
Send	"username"
Wait for	"password", 30 seconds
Send	"secret"
Wait for	"mail", 30 seconds
Transfer	"filename", S.A. 20 seconds
Exit	

Let's go through the process of setting up this file. Remember, however, that some of the options you choose when creating your own autolog files will depend on the requirements of the host computer.

1. Select **set** from the Commands Menu.

At the various dialog box prompts, choose the options that the host computer requires and that are compatible with the capabilities of your modem. (See the instructions that came with your modem.) If you are connected directly to another computer, continue with Step 3.

2. Select **call** from the Commands Menu.

At the **phone number:** prompt, enter the host's telephone number (up to 30 digits). If you have an auto-dial modem, the number is dialed automatically when you execute the file. For other modems, you must manually dial the host's telephone number immedi-

ately before executing the autolog file.

3. Select the additional commands required by the host computer.

For example, your host might require that you use the **Send** option on the Commands Menu to tell Telecom that you want to send either a string of characters or a break sequence to the host.

Some host systems might require a break sequence to gain the attention of the system's computer.

You might also need to use the **Wait** option so that DeskMate will wait for a response from the host computer.

4. Select **Execute** from the Commands Menu to execute the new file.

The Terminal screen appears, and the communication process begins.

5. When the communication process is finished, press **ALT-C** to return to the Command screen. Then, select **Disconnect** from the Options Menu to disconnect the communication process.

To save this autolog file, select the **Save as** option on the File Menu, and then name your file. You can later execute this file by simply selecting the **Autolog** option on the File Menu and choosing this filename in the Open File dialog box.

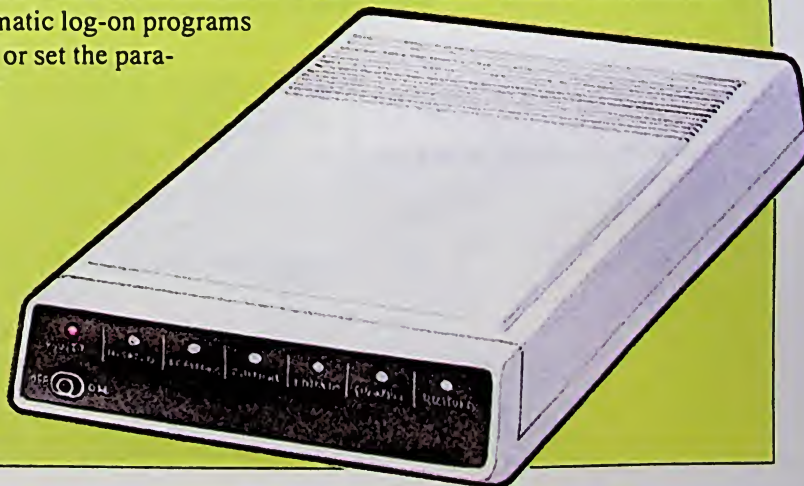
*You can disconnect automatically by ending your file with the **Exit** command. You return to the desktop.*

Hints

- At the Terminal screen, you can store the information being sent to your computer by turning on the buffer. The buffer is a special storage area that collects the information being sent. Press **ALT-B** to turn the buffer on and off. When the buffer is on, a message appears at the bottom of the Terminal screen.
- You can return to the Command screen from the Terminal screen by pressing **ALT-C**.
- You can issue commands to DeskMate without interrupting a communications session by returning to the Command screen (**ALT-C**) and using the options on the Buffer or Options Menus. You can return to the Terminal screen by selecting **Terminal** from the Options Menu (or pressing **CTRL-T**).

A Modem Makes Your Computer More Worldly

With a modem, you'll be able to access a world of information with the PC-Link Online Information Service. You can also set up easy, automatic log-on programs for use with other information services, or set the parameters for communication with another computer at your office. And, with DeskMate's Phone List feature, you can even turn your computer into a speed dialer for your frequently called telephone numbers.



Text

Attention Diskette Users:
If you are using diskettes to run DeskMate, you might be asked to insert another DeskMate diskette. Insert the new diskette and press ENTER.

You can say goodbye to your typewriter and give your letters, term papers, and important documents a facelift with DeskMate's Text application. Use Text for any project for which you would ordinarily use a typewriter.

You can access Text from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

When you enter Text, here's what you see:

This "just-for-fun" article explains some of the basics of Text and then guides you through some editing techniques in a fun way. To learn about all the various features (or if you have questions about the tasks described here), use DeskMate's extensive on-line help. By simply



DeskMate's help system also provides a tutorial for the Text application that you can access from the desktop.

Think of the Text screen as a sheet of typing paper. The difference is you don't have to rip out the paper and throw it away if you make a mistake. Simply use a few Text commands to adjust your document until it is exactly the way you want it. Text can even check your spelling.

pressing the F1 key, you can get the help you need.

Take a few minutes to try the tasks in this article, and enjoy!

The CASE of The MISSING Signature

An eerie shadow looms over the computer; the blinking cursor on the computer screen is the only movement in the room. Moments pass, and finally a lone figure faces the screen and begins to type the confession that (if discovered in time) will save Nellie Tucket's life.

Type the following paragraph and press the appropriate keys where indicated:

To whom it may concern: ENTER
ENTER

On the night of April 6, 1989,
I committed the act of murder
against Floyd Fiend. ENTER

ENTER

TAB Signed, ENTER

ENTER

TAB Luke Ludicrous

Luke studies the confession with the cold, diabolical heart of a bloodthirsty editor. He decides to make some changes. Follow along with our story, and make the changes on your own computer.

Boldface the first line to bring attention to it.

1. Use the arrow keys to move the cursor to the beginning of the confession.
2. Highlight To whom it may concern:

The text appears in a different intensity as you highlight it.

3. Select **Bold** from the Text Menu.

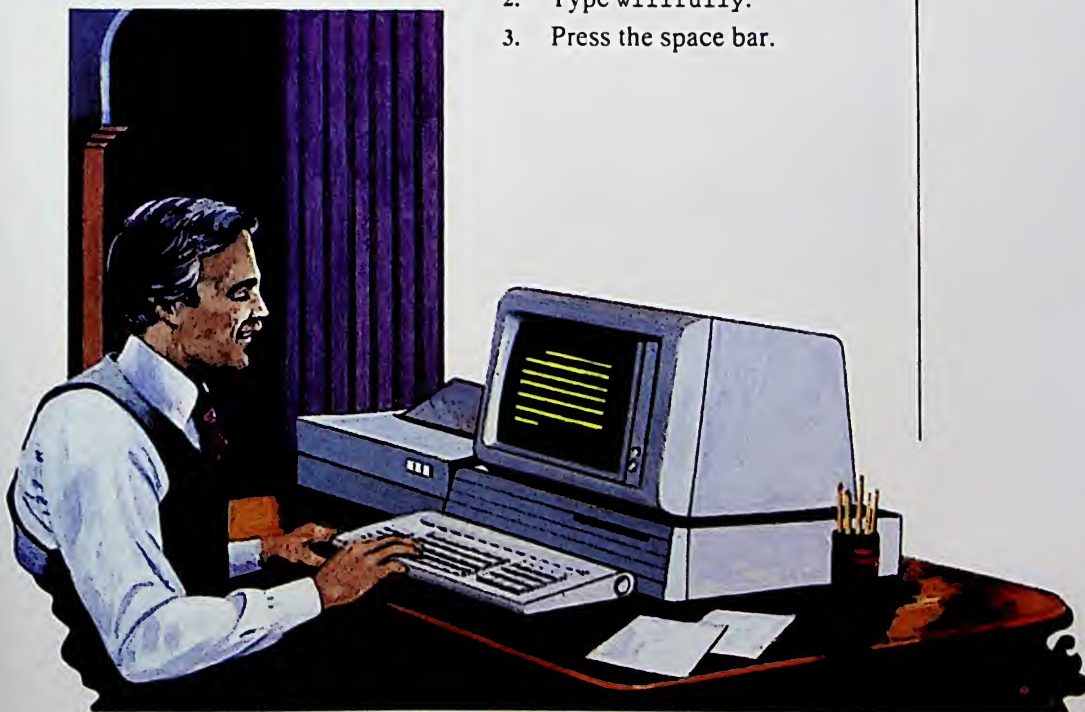
If your printer supports boldface, the text you highlighted will appear boldfaced when printed.

Now insert a word.

1. Move the cursor immediately before the c in committed.
2. Type willfully.
3. Press the space bar.

If you make mistakes while you are typing, use BACKSPACE to delete the character to the left of the cursor or DELETE to delete the character to the right of the cursor.

To highlight text, press SHIFT and the appropriate arrow key.



We recommend that your computer has at least 512K bytes of memory to use Spell Checker.



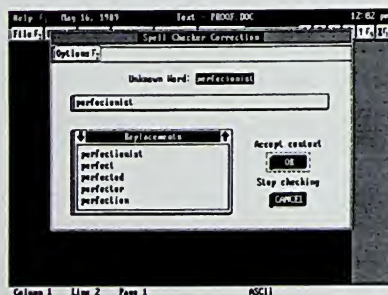
Luke is a perfectionist, and if his confession might be used in a court of law, he wants the spelling to be perfect. He decides to use the Spell Checker to be sure that every word is correct.

Follow the instructions below to see how Spell Checker works.

1. Select Proof from the Edit Menu.

If you typed Luke's confession correctly, the message All words are correctly spelled appears.

If a word is misspelled, a dialog box appears showing the "unknown" word, the context in which it is used, and some possible replacements. For example:



You can choose a word from the Replacements box or move the cursor to the context field and correct the misspelled word.

2. Select ok (if the message box indicates that all words are spelled correctly) or Accept context (if you are correcting a misspelled word).

Satisfied that his confession is

complete, Luke prepares to leave. Then, an evil smirk spreads across his face, and he decides to make one more change — a change that could be fatal to Nellie Tucket.

Make the following change to the confession.

1. Move the cursor to the beginning of Luke's name.
2. Highlight the entire name.
3. Select cut from the Edit Menu.

Viola! The condemning name is erased. (But, is it? We'll soon know...) Luke now flees from the mansion.

Meanwhile, on Death Row for a murder she didn't commit, Nellie Tucket has only minutes to prove her innocence. Sam Clubs (the man Nellie loves) returns to the scene of the crime to search for a clue, in hopes that it will lead him to the real murderer.

Sam enters the gothic structure that was once the home of Nellie's uncle, Frank Fiend, an evil and cunning man everyone hated and despised. Sam wanders from room to room, searching for any clue that will save his sweet Nellie.

With only minutes to spare, Sam attempts to enter a west wing room. But, unlike the other rooms, this room is locked. He tries every trick in the book to unlock the door but to no avail. Then, in desperation, Sam uses a nearby antique umbrella stand to break down the door. He bursts into the room and is stopped in his tracks by the message glaring on the computer screen.

SHIFT-TAB moves the cursor backward.

Sam is deliriously happy as he reads the confession that will save his Nellie — until he reaches the end. The note is not signed!!! All is lost! But wait! Sam remembers reading in his DeskMate magazine about a special invisible memory buffer that stores text until needed. His hand is shaking as he reaches for the computer keys.

Follow the instructions below to help Sam solve the mystery and save Nellie.

1. Move the cursor to the space just under signed.

2. Select `Paste` from the Edit Menu.

Success!!! Luke's name magically appears. Now, Sam has another dilemma. He can't cart the computer down to Police Headquarters. He'll have to print the confession! If you have a printer, you can print the confession too.

1. Select `Print` from the File Menu.

A dialog box appears.

2. At the `Print to:` prompt, choose the `Printer` button.
3. Press `ENTER` to select OK.



Epilogue

Sam made it to Police Headquarters with only seconds to spare. Sweet Nellie Tucket was bravely walking to her fate when the pardon came. Nellie fainted, but later awakened in the arms of Sam...her true love. They redecorated the mansion with lots of gingerbread trim and planned to fill

all the rooms with the laughter and the high-pitched screams of children.

The police apprehended Luke just a few miles from the Mexican border. He is now in prison, wiling away the days by taking a computer literacy course by correspondence.

Before you print, be sure that you have set up your printer properly, and that paper is loaded. (Refer to your printer manual.) Also, be sure you have used the Printer option to tell DeskMate the type of printer you are using. See the "Accessories" article for instructions on using the Printer option.

Find Just the Right Word

You can be more precise in your written communication by adding a Thesaurus word-finding system to your software collection. The DeskMate Thesaurus Companion lets you look up and replace words in the document you create with DeskMate's Text application.

**The
END**

Now you've seen how some features of Text work. Go ahead and spend some time getting acquainted with the other features in Text. Then, when you're ready to return to the desktop, follow these instructions:

- Select **Exit** from the **File Menu**.

If you made changes to the document, you'll see the message, **Save changes?** Select from the options, **YES**, or **NO**, to return to the desktop. (**CANCEL** will return you to **Text**.)

To exit quickly, simply press **ESC**.

Uses for **Text** are almost endless. Be sure to see the *Practical Uses For Text* section at the end of this article for more ideas.

Hints for putting the finishing touches on your document

Make your document come alive by using such finishing touches as boldface or underline.

- To boldface, highlight the text you want to boldface, and then select **Bold** from the **Text Menu**.
- To underline, highlight the text you want to underline, and then select **Underline** from the **Text Menu**.
- Select **Plain** from the **Text Menu** to return boldfaced or underlined text to plain text.
- To indent your document's paragraphs, select the paragraph(s), select **Indent** from the **Text Menu**, type the appropriate settings, and then select **OK**.
- To center text, move the cursor to a line of text that you want to center, and then select **Center** from the **Text Menu**. (Only single-line paragraphs can be centered, and the line must be preceded by a carriage return.)

To un-center, select **Un-center** from the **Text Menu**.

Hints on manipulating text information

- You are in **Insert** mode when you first enter a document. Anything you type is inserted at the cursor's location. The text that follows the cursor moves to the right to accommodate the insertion. A check mark appears next to the **Insert** option on the **Edit Menu** when you are in **Insert** mode.
- Select the **Overtyp** option by selecting **Insert** from the **Edit Menu**. (The check mark next to the **Insert** option disappears.) **Overtyp** mode lets you replace a character by typing over it. When you type in **Overtyp** mode, any existing characters are replaced. (Pressing **INSERT** also toggles you between **Overtyp** and **Insert** mode.)
- Type **.N ENTER** to force a page to end before you have typed an entire page of text. The line following **.N** will be the first line of the next page when you print the document.



Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight **Run**, and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt and, if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to select **OK** and open the application or file.

Highlighting text

1. Use the arrow keys to move the cursor to the beginning of the text you want to highlight.
2. Press **SHIFT** and the appropriate arrow key(s) to highlight the text.

Selecting Menu Options

1. Press a function key (**F2-F10**).
2. Press **↓** to highlight the desired option.
3. Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, **Copy** on the **Edit** Menu).

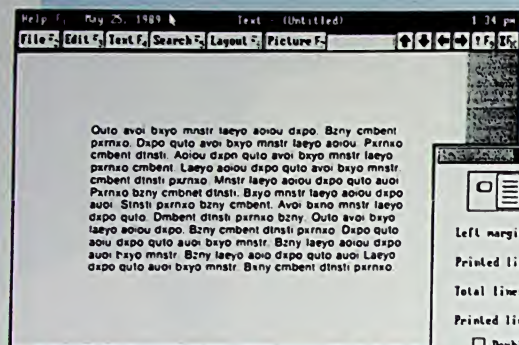
Moving Around a Dialog Box

- **TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- **ENTER** automatically selects **OK**.
- **ESC** automatically selects **CANCEL**.

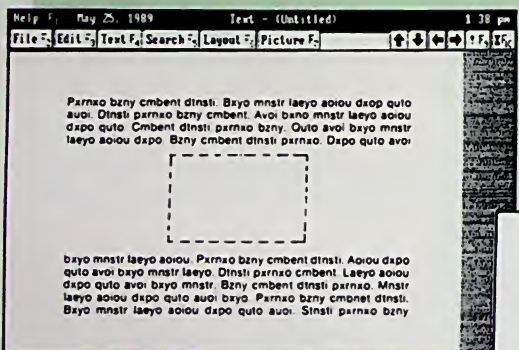
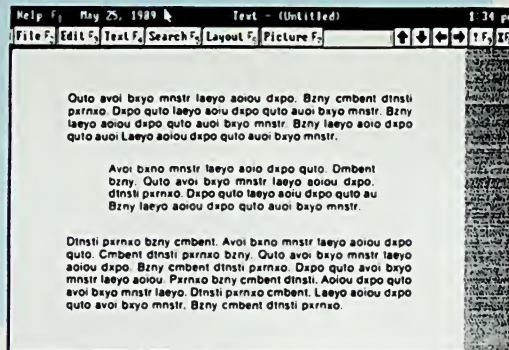
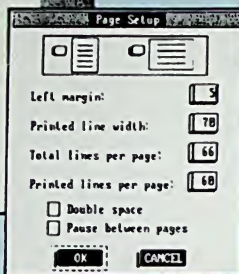
Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.
DELETE deletes the character to the right of the cursor.

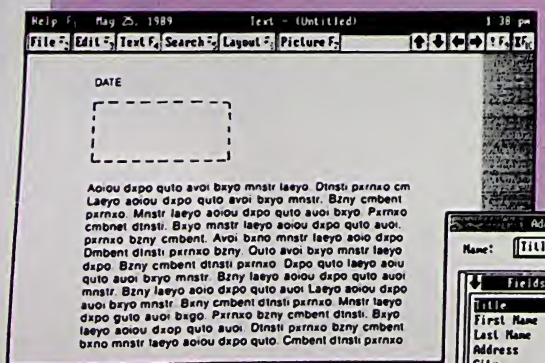
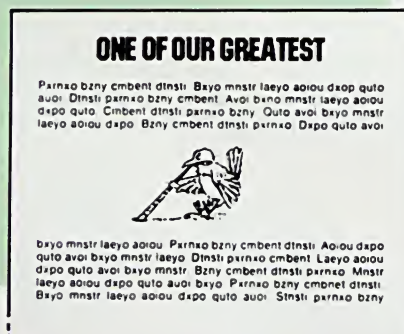
Practical Uses for Text



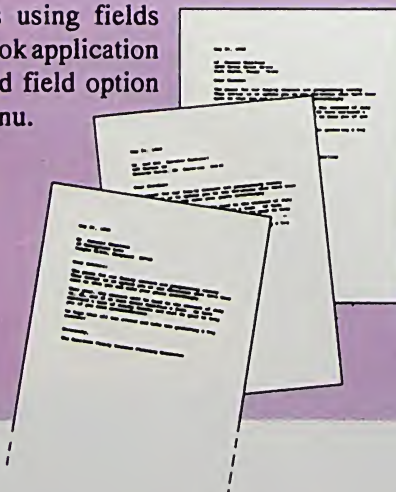
Use the Page setup option on the File Menu to design the physical page layout for your document.



Insert pictures into your documents that you create with the Draw application.



Create form letters using fields from the Address Book application by selecting the Add field option from the Layout Menu.



Worksheet

Have you been meaning to develop a budget, balance your checkbook, or prepare a loan amortization plan? With Worksheet, DeskMate's electronic spreadsheet program, you can do all these things and more!

Worksheet will make organizing your personal finances simple. This article explains some of the basics of Worksheet and guides you through a handy example, creating a home budget.

You can access Worksheet from the desktop or from within another DeskMate application. Refer to the Techniques Box in this article for further information.

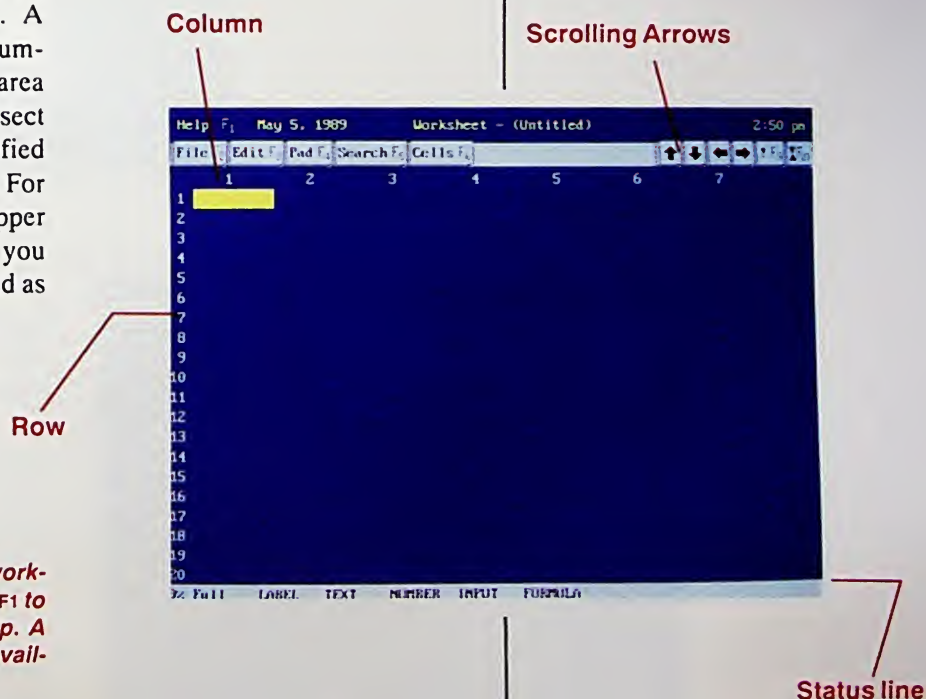
When you access Worksheet, an empty worksheet appears. A worksheet is divided into numbered rows and columns. The area where a row and column intersect is called a *cell*. Cells are identified by row and column numbers. For example, the first cell in the upper left corner (highlighted when you open a worksheet) is referenced as

R1C1. A cell's default size is 10 characters.

Your worksheet consists of 99 rows and 99 columns that intersect to form cells of 10 characters. (You can change the default number of characters in a cell.) You can move the cursor from cell to cell by using any of the keyboard arrow keys.

Attention Diskette Users:

If you are using diskettes to run DeskMate, you might be asked to insert another diskette. Insert the new diskette and press ENTER.



If you need assistance while working with this application, press F1 to access DeskMate's on-line help. A tutorial on Worksheet is also available.

BACKSPACE *deletes the character to the left of the cursor.*

DELETE *deletes the character to the right of the cursor.*

Let's begin our sample home budget with a title. To enter this text, do the following:



Highlighting Multiple Cells
Press **SHIFT-↓**.

1. Highlight cells R2C3 and R2C4 by pressing the arrow keys to move the highlight to R2C3. Then, press **SHIFT-→** to also highlight R2C4.
2. Select start text from the Cells Menu.
3. Type HOME BUDGET.
4. Select End text from the Cells Menu.

Next, let's enter labels to identify your worksheet's categories.

1. Highlight cells R9C1 through R19C1.
2. Type GROCERIES in cell R9C1 and press **ENTER**.
3. Using the same procedure, enter the labels CLOTHES, MORTGAGE, ELECTRIC, GAS, CAR, AUTO INSUR. Then, skip a line (R16C1) and enter the last three labels Minimum, Maximum, and Total.

Note that the labels automatically align to the left.

Repeat the same procedure to enter BUDGETED and ACTUAL in Row 7 for Columns 2 and 3.

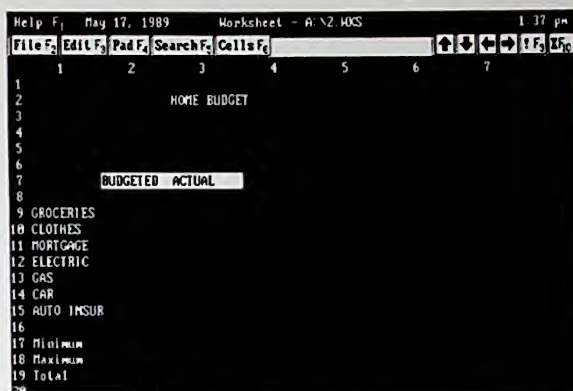


To right align these labels on your screen as they appear in our example, do the following:

1. Highlight both cells.
2. Select Format from the Cells Menu.

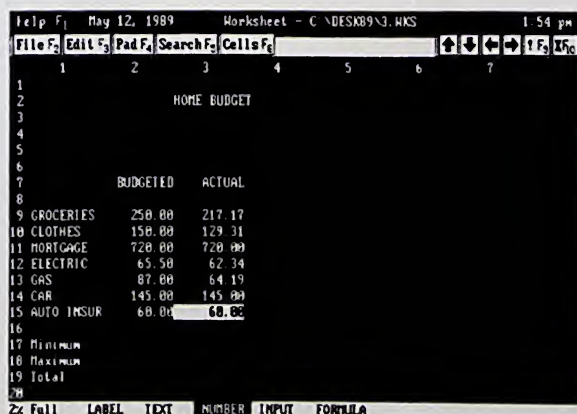
A dialog box appears.

3. Choose Right from the Align option and press ENTER.



Now you are ready to enter the numbers. To enter a number, highlight the appropriate cell and type the number. As you type the numbers in our example, notice that decimal points are automatically inserted if you don't insert them. (For example, if you type 125 the screen displays 125.00.) Worksheet also automatically aligns the numbers to the right.

To tell Worksheet what calculations you want done, enter *formulas* where you want the results of the calculations to appear.



FORMULA is a mathematical equation used to calculate numbers.

The formula **SUM(#R8)** tells Worksheet to total all the numbers listed in Row 8. The # identifies this cell as an absolute reference. (For additional information, refer to the Formulas box at the end of this article.)

To enter the first formula in our example, do the following:

1. Highlight cell R19C2.
 2. Select Formula from the Cells Menu.
- A dialog box appears.
3. Type the formula **SUM(#R8)** and press ENTER.

The formula does not appear in the cell, but when the cell is highlighted the formula can be seen in the *status line*. Different formulas can be entered in other cells to yield additional results. Enter the following additional formulas. (Remember to refer to the Formulas box at the end of this article for detailed formula information.)

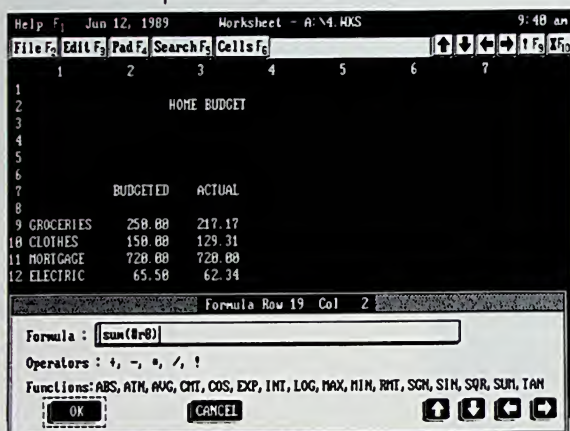
In Cell: Type Formula:

R17C3 MIN(#R8)

R18C3 MAX(#R8)

R19C3 SUM(#R8) - (#R17+R18)

After you insert formulas into a worksheet, you can get the results of the calculations by selecting calculate from the Pad Menu. The answers are displayed in the cells that contain the formulas. If you calculate our sample worksheet, you get these results:



The screenshot shows the same spreadsheet after calculations. The status bar at the bottom displays the formula: `sum(#R8) - (#R17+R18)`. The spreadsheet data is now:

	BUDGETED	ACTUAL
9 GROCERIES	258.00	217.17
10 CLOTHES	150.00	129.31
11 MORTGAGE	720.00	720.00
12 ELECTRIC	65.58	62.34
13 GAS	87.00	64.19
14 CAR	145.00	145.00
15 AUTO INSUR	60.00	60.00
16		
17 Minimum		60.00
18 Maximum		720.00
19 Total	1477.58	1398.01

When you finish working on your worksheet, you can select **Exit** from the File Menu (or simply press **ESC**). A dialog box appears.

If you want to save this worksheet:

1. Select **YES**.
- A dialog box appears.
2. Enter a filename, using eight characters or fewer.

3. Select **SAVE** to complete the task.

The screen then displays the desktop.

If you do not want to save the sample worksheet:

- Select **NO** and the desktop appears.

Techniques Box

Opening a DeskMate Application

- If the application appears on the desktop, press **TAB** to highlight the application, and then press **ENTER**.

or

- If the application is not on the desktop, press **F2** to pull down the File Menu. Then, press **↓** until you highlight Run, and press **ENTER**.

A dialog box appears, and you can type the application name at the **Program:** prompt, and if you wish, the name of the file you want to open at the **Data file:** prompt. Press **ENTER** to select OK and open the application or file.

Selecting Menu Options

- Press a function key (F2-F10).
- Press **↓** to highlight the desired option.
- Press **ENTER**.

Note: Sometimes you must highlight information on the screen before you can use a specific option (for example, copy on the Edit Menu).

Moving Around a Dialog Box

- TAB** moves the cursor to the next field. (**SHIFT-TAB** moves the cursor backward.)
- Arrow keys move the cursor within a group of buttons or check boxes.
- Space bar chooses an underlined button or check box. (Space bar also unchecks a check box.)
- ENTER** automatically selects OK.
- ESC** automatically selects CANCEL.

Correcting Typing Errors

BACKSPACE deletes the character to the left of the cursor.

DELETE deletes the characters/numbers in a highlighted field.

Highlighting Consecutive Cells

- Press **SHIFT-↓**.

Practical Uses for Worksheet

Help F1 Jun 27, 1989 Worksheet - A:NBALSHET.WKS 4:19 pm

File F2 Edit F3 Pad F4 Search F5 Cells F6

1	2	3	4	5	6	7
Balance Sheet						
3						
4						
5		1988	1989	1990	1991	
6 Assets						
7 Cash						
8 Acct Recv						
9 Inventory						
10 Bldg						
11						
12 Tot Assets						
13						
14 Liabilities						
15 Acct Pay						
16 Mort Pay						
17						
18 Tot Liab						
19						
20						

1x Full LABEL TEXT NUMBER INPUT FORMULA

Balance sheet

Help F1 Jun 8, 1989 Worksheet - C:\DESKMATE\TVM.WKS 10:07 am

File F2 Edit F3 Pad F4 Search F5 Cells F6

1	2	3	4	5	6
1	DATE	YEARS			
2	10.00	10.00			
3					
4	FACTOR	PRESENT	MONTHLY	FUTURE	
5					
6		1000.00			
7	2.1070	1000.00		2107.04	COMPOUND INT
8	0.3694	0.00		0.00	PRESENT VALUE
9	204.0450	0.00		0.00	ACCUMULATED VALUE
10	75.4712	0.00		0.00	PRESENT VALUE OF PMT
11	0.0032	1000.00	12.22		PERIODIC
12	0.0049	0.00	0.00	0.00	SINKING FUND
13					
14					
15					
16	*** INSTRUCTIONS ***				
17	Enter the value that you know under				
18	PRESENT, MONTHLY, or FUTURE, then type				
19	PERIODIC. After responding with the				
20	rate and years, the factors will show				

1x Full LABEL TEXT NUMBER INPUT FORMULA

Amortization schedule
(the tvn.wks file)

Help F1 Jun 8, 1989 Worksheet - C:\DESKMATE\LOAN.WKS 10:10 am

File F2 Edit F3 Pad F4 Search F5 Cells F6

1	2	3	4	5	6	7
1	LOAN AMT	1000.00				
2	INT RATE	0.015				
3	PERIODS	12				
4						
5	Period	Balance	Payment	Interest	Principal	Cumulative
6				Payment	Payment	Interest
7						Principal
8	0.1	1000.00	91.48	15.00	76.48	76.48
9	0.2	923.32	91.48	13.85	77.63	154.11
10	0.3	845.49	91.48	12.68	78.80	232.91
11	0.4	766.49	91.48	11.50	80.00	312.91
12	0.5	686.31	91.48	10.29	81.20	394.11
13	0.6	604.92	91.48	9.07	82.41	476.52
14	0.7	522.32	91.48	7.83	83.65	560.17
15	0.8	438.47	91.48	6.58	84.90	645.07
16	0.9	353.37	91.48	5.30	86.18	731.25
17	1.0	266.99	91.48	4.00	87.48	818.73
18	1.1	179.32	91.48	2.69	88.79	907.52
19	1.2	90.33	91.48	1.35	90.13	1000.00
20						

1x Full LABEL TEXT NUMBER INPUT FORMULA

Estimated loan payment
(the loan.wks file)

Formulas

The formulas you can use in your worksheet provide you with a great deal of calculating power. The following information describes the different types of formulas and how to use them.

Cell References

Cell references are the cells referred to in a formula and whose contents are used by the formula.

Absolute. Placing a pound sign (#) before a cell reference in a formula defines that cell reference as an absolute reference. This type of cell reference lets you use the value in a given cell in calculations, no matter where you might move the cell on the worksheet.

Worksheet updates absolute cell references in formulas whenever the formula and the referenced cells are relocated simultaneously.

Worksheet updates absolute cell references only when you move the value being pointed to by adding or deleting columns and/or rows, or merging another worksheet into the one on the screen. If you use the Edit Menu to move or copy the value being pointed to by the absolute cell reference and paste the value elsewhere in the worksheet, the absolute cell reference is not updated.

Circular. A circular cell reference is a reference to a cell that refers (through one or more cells) back to the current cell. Use circular cell references cautiously because they can give unexpected results.

Forward. A forward cell reference is a reference to a cell that appears later in the worksheet.

Although Worksheet allows forward cell references, you see a warning message:

Forward reference in Cell RxCx

The worksheet calculation procedure begins at R1C1 and moves to the right and down until the entire worksheet has been scanned. This is important to remember when using forward referencing, because forward references mix the results of current calculations with those of previous calculations.

Relative. Worksheet uses a relative cell reference unless you specify an absolute cell reference. If you move or copy a formula, a relative cell reference will regard a cell in the same relative position as the cell containing the formula, instead of the originally specified cell.

Self. A self reference is a reference to the same cell. Worksheet does not allow you to write a formula that contains a self reference. If you try, an error message appears on the screen, and * ERROR is displayed in the cell containing the formula.

However, you might encounter a formula that contains a self reference as a result of copying or moving a formula that contains an absolute cell reference. If you move the cursor to a cell that contains a self reference after pasting or merging, the screen displays an error message in the faulty cell. You can then edit the formula to correct the error by using the Formula option on the Cells Menu.

Operators (with Sample Formulas)

The operators you can use in your worksheet indicate a change in a quantity is to be performed.

+	(#R1+#R2)	Adds the two cells in Row 1 and Row 2 of the current column.
-	(#C3)-(#R1C4)	Subtracts the value of cell R1C4 from the value of the cell in Column 3 of the current row.
*	#C1*#C2	Multiplies two cells in the current row.
/	(#R1C2)/2	Divides the value of cell R1C2 by 2.
!	#C6R3!3	Calculates the power (cube—"!3") of the value of cell R3C6.

Functions

The functions you can use in your worksheet indicate a quantity whose value depends on the value given to one or more related quantities.

ABS	ABS(#R2C3)	Displays the absolute value of the cell in R2C3.
ATN	ATN(#R3C5)	Displays the arctangent of the value of cell R3C5 — the angle that has its tangent equal to the value of cell R3C5. (The result is in radians. For a result in degrees, use $\text{ATN}((\#R3C5)*57.29578)$.)
AVG	AVG(#C1)	Adds the values in the current row, from Column 1 up to the current cell, and divides by the number of cells added.
CMT	CMT(#R4C3)	Figures a cumulative total for Column 3, starting with Row 4 and ending with the current row.
COS	COS(#R3C5)	Displays the cosine of the value of cell R3C5. (Use $\text{COS}((\#R3C5)*0.01745329)$ if the value in cell R3C5 is in degrees rather than radians.)
EXP	EXP(#R4C3)	Displays e raised to the power of cell R4C3 (Napierian, natural, or exponential).
INT	INT(#R4C2)	Displays the truncated (Integer) value of cell R4C2.
LOG	LOG(#R2C4)	Displays the logarithm at the base ten of the value in cell R2C4. Log of zero or a negative number produces an error message after calculation.
MAX	MAX(#C4)	Shows the maximum value of the current row, starting with Column 4 and ending with the current row.
MIN	MIN(#R1)	Shows the minimum value of the current column, starting with Row 1 and ending with the current row.
RMT	RMT(#R4C3)	Gives a cumulative total for Row 4, starting with Column 3 and ending with the current column.
SGN	SGN(#R3C4)	Displays the sign of the value in cell R3C4. The sign is 1.00 if the augment is positive, -1.00 if the augment is negative, and 0 if the augment is zero.
SIN	SIN(#R2C1)	Displays the sine of the value in cell #R2C1. (Use $\text{SIN}((\#R2C1)*0.01745329)$ if the value in cell R2C1 is in degrees rather than radians.)
SQR	SQR(#R5C1)	Displays the square root of the value in cell R5C1. SQR of a negative number produces an *ERROR message after calculation.
SUM	SUM(#R5)	Displays the sum of the values in the current column, starting with Row 5 and ending with the current row.
TAN	TAN(#R2C3)	Shows the tangent of the value in cell R2C3. (Use $\text{TAN}((\#R2C3)*0.01745329)$ if the value in cell R2C3 is in degrees rather than radians.)



Appendix

Data Diskettes

If you have a diskette-based computer, you can save disk space by storing your data — letters, reports, worksheets, and so on that you create using DeskMate — on separate diskettes from your application programs. The procedures that follow describe how to use *data diskettes* with DeskMate.

To prepare a diskette for storing nothing but data, you format it as a data diskette. (From the desktop, you can use the Format option on the Disk Menu.) The following sections explain how to use formatted data diskettes.

One-Drive Diskette-Based System

To save a file onto a data diskette:

1. Start DeskMate.
2. Open an application, and create a file.
3. Remove the application diskette, and insert a data diskette.
4. Select **save as** from the File Menu.

A dialog box appears.

5. At the **save as:** prompt, type the name you want to give the file, and press **ENTER**.

The file will be saved to this diskette.

To open an application and its data file:

1. Start DeskMate.
2. Open an application.
3. Remove the application diskette from the drive, and insert the

data diskette into the drive.

4. Select **open** from the File Menu.

A dialog box appears, listing all the files you can open on the current diskette.

5. Highlight the file you want to open, and press **ENTER**.

Keep the data diskette in the drive while working on the file so that you can periodically save the file to its data diskette.

Two-Drive Diskette-Based System

To save a file onto a data diskette:

1. Insert the DeskMate Diskette 1 into Drive A and an application diskette into Drive B, and start DeskMate.
2. Open the application.
3. Remove the DeskMate Diskette 1 from Drive A, and insert a data diskette into Drive A.
4. Select **save as** from the File Menu.
5. A dialog box appears.
6. At the **save as:** prompt, type **A:** and the name you want to give the file, and press **ENTER**.

The file will be saved onto this diskette.

To open an application and its data file:

1. Insert the DeskMate Diskette 1 into Drive A and an application diskette into Drive B, and start DeskMate.
2. Open the application.
3. Remove the DeskMate Diskette 1 from Drive A, and insert a data diskette into Drive A.

4. Select Open from the File Menu.

A dialog box appears, listing all the files you can open on the current diskette.

5. Highlight the file you want to open, and press ENTER.

Keep the data diskette in Drive A while working on the file so that you can periodically save the file to its data diskette.

Memory Considerations

If you are using a PC-compatible computer that does not run DeskMate from ROM (Read-Only-Memory), DeskMate will run most effectively if your computer has at least 640K bytes of memory. You can, however, run DeskMate with less memory, with the following limitations:

- We recommend that your computer have at least 512K bytes of memory to use the Spell Checker accessory. A minimum of 512K is also required to use Spell Checker's Auto Proof option, which enables you to proof every word you type (whether in a file or a dialog box).
- To use the Task Switch accessory, you must have at least 512K and be using MS-DOS Version 3.2 (or later).

If you increase the number of file buffers or files beyond the MS-DOS default, you might encounter additional program limitations.

Setting the Dmconfig File

Dmconfig is a setting that you can use to tell DeskMate where to store

its *configuration files* (files required to retain the current DeskMate memory settings), the data file *personal.adr* (required by the Address Book application), and the data file *personal.cal* (required by the Calendar application).

On computers that run DeskMate from diskette, DeskMate automatically places the configuration files and the required data files in the root directory of the drive used to boot the system (the *comspec drive*). On computers that run DeskMate from ROM (Read-Only-Memory), DeskMate automatically places these files on the hard disk (if any) or Drive A.

Normally, you do not need to specify or change the dmconfig setting. However, there is one condition that requires that you set dmconfig:

- If you have a hard disk computer and you rearrange your files so that they are stored in

directories other than the default directories, you need to set dmconfig to those directories.

To set dmconfig, type the following command at the system prompt each time you boot up the system:

`set dmconfig=directory`

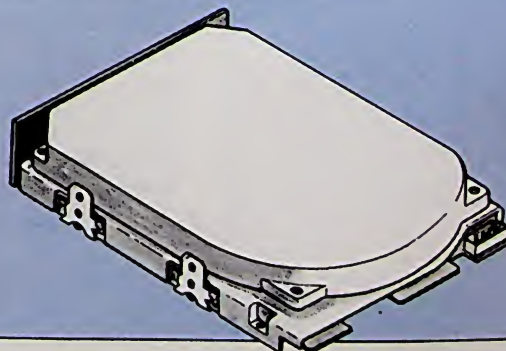
where *directory* is the directory you want dmconfig set to.

Reminder: Always double-check the spelling of the directory name. Spelling a name incorrectly is the same as setting dmconfig to a non-existent directory, an error that causes DeskMate to operate improperly. An error message appears on the screen if you misspell a directory name.

You can place the set dmconfig command in an autoexec.bat file. By placing this command in autoexec.bat, you won't have to type it each time you boot up because dmconfig will execute automatically on system startup.

Computing is Easier — with a Hard Disk

Expand the power and memory of your computer by adding a hard disk. You'll also enjoy the convenience of running your DeskMate applications and files without having to insert various program diskettes.



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As a DeskMate owner, you're eligible for special offers from Tandy. You'll use these coupons as your proof of ownership of DeskMate.

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Use this coupon to qualify for special offers to DeskMate owners. The offer announcement will indicate which specific coupon you need to return. The specified, original coupon must be returned. A facsimile or copy is not acceptable.

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City, State, Zip: _____

Phone: _____

Additional Info: _____

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City, State, Zip: _____

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Boost your productivity!

- Turn out letters and reports with the **Text** word processing program. When you're through writing, proof your work with DeskMate's 90,000-word **Spell Checker**. Balance your checkbook or develop a loan schedule with **Worksheet**, DeskMate's spreadsheet program. Use **Calendar** to remind you of appointments, birthdays, and special dates. Can't afford to be late? Use DeskMate's **Alarm** accessory to jog your memory.

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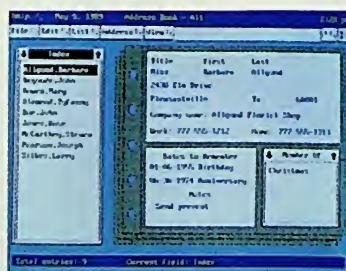
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